* Decide approach for proposal (e.g., verbal presentation, written and verbal presentation, etc.)
* Create proposal with employment seeker (e.g., Job Analysis Record, job proposal, features/benefits, etc.), or talking points for verbal proposal, that summarizes the identified unmet needs of the business, the employment seeker’s ability to meet those unmet needs, shared interests between employer and employment seeker, the details of the proposed job or business within a business (e.g., proposed tasks, pay, hours, resource ownership, consultative employment supports, use of technology, etc.), and the benefits to the business.
* Plan strategy for contacting owner/manager and requesting a time/place to discuss proposal.
* Contact owner/manager and request a time/place to discuss proposal (e.g., in-person, virtual meeting, conference call, etc.).
* Prepare the employment seeker for the proposal meeting.
* Plan a strategy for presenting the proposal and supporting materials with the employment seeker to the business owner/manager during the scheduled meeting.
* Review proposal and plan to deliver proposal with a supervisor or mentor.