* With the employment seeker, share and discuss the proposal with the business owner/manager.
* Answer the potential business owner/manager’s concerns, questions, and/or objections about the proposal.
* Guide the negotiation toward a decision that would be a win-win situation for the owner/manager and the employment seeker, taking into consideration best and least acceptable offer.
* Negotiate a position that includes new tasks in the future, career growth, and/or opportunities for advancement.
* With the employment seeker, negotiate with the business owner/manager the tasks, hours, pay, training, support, and accommodations if applicable.
* Support the employment seeker in contacting the benefits planner to make sure earnings, and any changes in benefits, are consistent with financial goal(s).
* Adjust the proposal to reflect new and mutually beneficiary details and obtain confirmation from business owner/manager on details of the revised proposal, if necessary.
* With employment seeker and their team, review negotiated plan and decide whether it aligns with the employment seeker’s conditions of employment, including ideal number of hours and wages, and financial goals.
* If the negotiated plan is a fit, move to #7, write negotiated plan (e.g., employment agreement) and obtain confirmation from business owner/manager on details, if necessary.
* If ideal conditions of employment do not include full-time employment, work with the job seeker to develop a plan for non-employment time that does not include group day activities.
* If proposal is not a match, return to task 1 and add new a new business to the list (use information gathered from this business to identify additional businesses)