Project R.E.A.C.H

Questions to ask caller (Pre-screening)

1. Have you submitted you application?
   Note to share with caller: this is a two-fold process
   A) Need completed application from requestor
   B) Manager's Recommendation form must be completed

2. Assessment must be completed (schedule next available date/time)
   A) Bird Kauffman/Charmaine Shim Chow Min, Skills Assessment Administrators
   B) Anyone calling for **scores**, check database or transfer to SAA

3. If score's are not high enough, should be assigned to job coach.
   Others will go to SAA.

4. If asked for information on program, provide brief introduction.

5. Duration of program – depends on particular interest & skills assessment

NOTE: If supervisor/manager is non-compliant in signing recommendation form, forward to Yariela.

Job Coaches:	Varvara, Sue, Kenny & Sheila (Phipps Building)
SAA:	Bird & Charmaine