

Employment Proposals

In her book “Beyond Traditional Job Development” Denise Bissonnette provides a model for developing Employment Proposals. This is a brief summary of that model. www.diversityworld.com/Denise_Bissonnette

There are four (4) sections in a business proposal. These are described below.

1. Statement of the proposal’s benefit for the business

Why would creating a job be a benefit to an employer?

- Saves & makes the business money
- Tasks get done
- Improve how things are done
- Improves employee morale
- Expansion of business
- Good press or public relations

Example:

6 auto mechanics each making \$35 per hour, spend approximately 1 hour per day per person entering repair data into the computer. Proposal: Hire a data entry clerk for 4-6 hours per day at \$8.00 per hour. This will allow the mechanics to work on more cars and increase your profits.

2. Brief summary of how service will be provided

This is where you design the job to fit the skills and abilities of the person you are creating the job for. This is done in cooperation with the employer after talking with them about the possibilities for a job.

Example:

The data entry person’s primary job duties:

- Gather slips from mechanics
- Enter parts & labor costs into database
- Print customer receipts

3. Brief description of the potential employee

- Briefly highlight person’s skills and abilities for the job.
- This is not a full resume (list job seeker’s strengths related to the particular job)

Example:

Qualifications: John Collins is an ambitious and hard-working recent high school graduate. He brings key organizational and computer skills needed to input data from mechanics into your database tracking system. John uses MS Excel & Access and types 25 words per minute with excellent accuracy.

4. Desired employment conditions

Tell the employer the desired hours and pay of the person:

- if the position does not already exist, there is no wage precedent
- the wage becomes the value of the person’s time in the employer’s mind
- if the employer finds the conditions unreasonable, s(he) will say so!

Example:

Employment conditions: John will provide data entry services for \$8.00 per hour for the first three months. If after this period of time you find his work to be as profitable as we expect, he will continue on as a permanent employee for \$10.00 per hour.

Developing a Proposal for Job Creation

1. Statement of the benefit of the proposal for the employer:

2. Brief summary of how the service will be provided

3. Brief description of the potential employee

4. Desired employment conditions
