Finding Tasks and Jobs
BRINGING EMPLOYMENT FIRST TO SCALE

What does finding tasks/jobs mean?

Finding jobs targets existing job openings. However, when existing jobs are not a good fit, finding tasks and combining them into new job descriptions leads to better job matches.

What does finding tasks look like?

At many businesses, certain tasks never get completed because staffers are too busy or the task never gets assigned to anyone. This creates an opportunity for job seekers to pick up those tasks, creating a win-win for them and the company.

How can I expand my network of employers?

Engage in informal conversations with job seekers, their families, and people in the job seekers' social circles. Ask: Where do you go shopping, go out for meals, get your car repaired, work? Informal chats like these will reveal connections that otherwise are less likely to come up.

How to start a conversation with a potential employer?

Ask about their business's strengths, challenges, work culture, and plans for expansion. Listen to their needs. Inquire if they would host a business tour or an informational interview so you and the job seeker can learn more about their businesses.

What should I do at a business tour or informational interview?

Observe the workflow, and ask questions such as: "What tasks is no one completing? What slows you down?" Pay attention to tasks that could be reorganized to create new jobs.

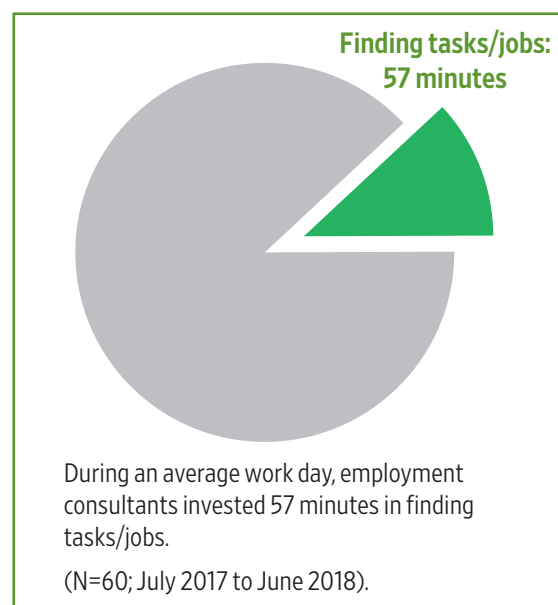## How should I end a business tour or informational interview?

Tell the employer, "You know this job seeker a little bit now. Do you have any recommendations about where to go next to explore career paths for this person?"

What else can I do?

A sample of employment consultants reported investing on average 57 minutes/day in finding tasks and jobs (see chart). Is that enough? How much time do you invest in finding jobs? Discuss the chart with your team

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Finding tasks and jobs is one of the five elements of the comprehensive model of employment supports.

...I tour the facility and just ask random questions: "Who does that?" "That trash looks like it's full. How is somebody going to know to come pick it up? ... Is it routine, is it scheduled or who's responsible for that right now?" "What never gets done?...

Finding tasks/jobs: 57 minutes

During an average work day, employment consultants invested 57 minutes in finding tasks/jobs.

(N=60; July 2017 to June 2018).

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