

# **Job Proposal**

#### One Page Vocational Rehabilitation Job Proposal

rs the vocational rehabilitation job proposal template which includes required information and key instructions job, job development/placement, strategies, techniques, goads, job retention techniques, etc.

```
Required Informations
                                         X Employment and Retention
                                                                                     Retention Only
AFP #123
                                          ×
                                              Standard Employment
                                                                                    Supported or Customized Employment
Participant's Name:
                        John Smith
Counselor's Name:
                       Lara Johnson
Job Developer Name:
                       Richard Volt
Contractor's Name:
                       Job in the Hidden Market
Employment Goal(s):
                       All other service workers
Today's Date:
                       12/15/2019
                                                                July 2018
                                                                                                             Oct 2019
                                              Time Period:
                                                                                         То
Instructions
```

DESCRIBE, FOR EXAMPLE, THE METHODS YOU PLAN TO USE; PROSPECTING, EXAMINATION OF REQUIREMENTS, CARVING OF JOBS, SALES, FOLLOW-UP AND ACCOMMODATION FOR WORK.

WHAT GOAL / OBJECTIVE ARE YOU SETTING FOR EACH CAREER DEVELOPMENT PLAN YOU ARE PLANNING TO EXECUTE INCLUDING TIMELINES?

DESCRIBE, FOR EXAMPLE, THE TECHNIQUES YOU PROPOSE TO USE FOR JOB RETENTION; SITE VISIT, INTERACTIONS WITH EMPLOYEES AND FOLLOW-UP.

#### TEXT HERE

1<sup>st</sup> Job Development/Placement Strategies/Technique and its Goal/Objective

#### Strategy/Technique:

DURING WORK CREATION, WORKERS MAY USE A VARIATION OF THE FOLLOWING APPROADHES, CUSTOMIZED FOR THE CLIENT

COLD CALLING / PROSPECTING TO DISCOVER "HIDDEN WORK" AND FRESH TASK LEADERSHIP;

2<sup>nd</sup> Job Development/Placement Strategies/Technique and its Goal/Objective

#### Strategy/Techniques

CARRY OUT WARM CALLING FROM OUR DATABASE OF OVER 5,000 EMPLOYERS;

SCHEDULE AND ATTEND MEETINGS WITH EMPLOYERS ON NEEDS ANALYSIS TO UNCOVER HIDDEN JOBS OR DISCUSS WORK CARVES;

3rd Job Development/Placement Strategies/Technique and its Goal/Objective

#### Strategy/Technique:

SCHEDULING CLIENT JOB INTERVIEWS, AND ATTENDING CLIENT JOB INTERVIEWS AS APPROPRIATE;

#### Use sales and marketing techniques to land that JOB FROM OUR EXPERIENCE 4th Job Retention/Technique and its Goal/Objective

Strategy/Techniques

JOB DEVELOPERS WILL MEET WITH THE EMPLOYER TO ASSESS THE PLACEMENT SUCCESS, IDENTIFY WAYS TO IMPROVE THE PLACEMENT SPECIENCY AND IMPLEMENT THE ACTIVITIES NECESSARY TO ENSURE A POSITIVE JOB RESULT, WORKERS MUST ALSO MAINTAIN DARY CONTACT WITH CUSTOMERS AND MANAGEMENT.

#### Goal/Objectives

ENSURE THAT THE COMPANY MEETS ALL JOB STANDARDS WITHIN THE FIRST 90 WORKING DAYS.

#### 5th Participant Involvement

Activities:

HIDDEN MARKET JOBS ALLOWALL OUR CUSTOMERS TO BE AS INVOLVED IN THEIR JOB QUEST AS POSSBUE. WE EXPECT OUR CUSTOMERS TO RETURN CALLS, EMAILS AND/OR TEXTS WITHIN 12 HOURS FROM JOB DEVELOPERS AND/OR EMPLOYERS; CUSTOMERS WILL NOTIFY THEIR JOB DEVELOPER AS SOON AS THEY HEAR FROM ANY EMPLOYER

#### eement:

90-day review date:	
ParticipantSignature:	Date:
Counselor Signature:	Date:
Job Developer Signature:	Date:
Additional Signature:	Date:



- → A job proposal is a pitch made by an employee that outlines a specific issue within their company and introduces a new role that would solve that problem.
- → The proposal describes the responsibilities of the new role as well as how the employee will use their qualifications and skills to succeed in the position.

# One Page Employment Based Job Proposal

his one pager shows the employment-based proposal template which includes urrent employer information, current duties, proposed employement based ield placement, roles and duties, proposed supervisor, etc.



EMPLOYMENT BASED PROPOSAL				
Date:	10/15/2019			
To:	ABC School of SocialWork			
From :	ABC Student			
Re:	Employment Based Placement Proposal for:	BSW	<b>~</b>	
Current Employer	John Smith	<b>MSW</b> Foundation		
Address:	#847, Street-64, NY, USA	MSW Concentration		
Phone Number	+94756X000X			
Current Department:	Emergency Response Services			
Current Title:	Crisis Response Worker			
Current Role:	Crisis Intervention Social Worker			
Current Duties:	Triage phone lines, completion of mental statuserame, conducting risk assessments and safety plans, connecting callers to crisis shelters, coordinating mental health facility placements, and providing callers with follow-up senices. Additional duties include making references and providing information			
Current Supervisor:	Lara Johnson			
PROPOSED EMPLOY	MENT BASED FIELD PLACEMEN	m:		
Proposed Employer	John Smith			
Address:	#9575, Street-47, NY, USA			
Proposed Department:	Counseling Services			
Proposed Title:	Counselor			
Proposed Role:	Individual and Family Counselor			
Proposed Duties.	Provide client and family support to customers face to face, performing reviews of the intake in the workplace, colleges, households, and society. Develop treatment plans, write progress notes, and draw up end plans.			
Proposed Supervisor	Jerry Thomson			
Proposed Supervisoremail:	ABC@JERRYTHOMSON.ORG			
EMPLOYMENT BASED PROPOSAL				
Student Signature		Date		
Employment Supervisor Signature		Date		
Field Instructor Signature		Date		
WMU School of Social Work Field	Coordinator Signature	Date		



# **Elements of Job Proposal :**

- $\rightarrow$  Define the company's problem.
- $\rightarrow$  The position's actual worth.
- $\rightarrow$  Clarify the roles and responsibilities.
- → Describe your qualifications.
- $\rightarrow$  Describe your relationship with the company.
- $\rightarrow$  Make a proposal in writing.

One Page Job Proposal Summary			
company description. Job role, employee duties and key benefits company to employee if he/she accepts the Job proposal.			
ABOUT US:			
We are financial analysis and market research company that provides valuable actionable insights to the business	Company Name : Text Here		
YOUR ROLE AT ABC COMPANY JOB POSITION: Business Analyst - Assisting with the business case - Planning and monitoring - Translating and simplifying requirements	Company Address : Text Here JOB POSITION : Business Analyst		
Text Here	AGREEMENT		
EMPLOYEE DUTIES	AGKEEMENI		
Creating a detailed business analysis, outlining problems, opportunities and solutions for a business     Budgeting and forecasting	Company _ Name		
<ul> <li>Planning and monitoring</li> <li>Financial modeling</li> <li>Text Here</li> </ul>	Signature		
COMPENSATION PACKAGE	First and Last Name		
Salary : \$2500 Commission: Text Here Bonus structure: Text Here Healthcare package: Text Here	Date		
Holiday/Vacation plans: Text Here	Employee _ Signature		
EMPLOYEE CONTRACT	Signature		
This Employment Contract states the terms that shall govern the relationship between (company name) which operates its business at [COMPANY ADDRESS], and (Employee name) for the position of Business Analyst who agrees	First and Last Name		
to be terms and conditions of this agreement.	Date		



- → Marketing managers effectively manage marketing campaigns to raise awareness of and generate demand for products and services.
- → This broad definition can include a wide range of activities such as marketing campaign design, management, and evaluation.
- $\rightarrow$  Managing the social media engagement strategy.





- → The job of bank employee is about accepting deposits and loan payments, cash checks, and process withdrawals, among other things.
- → Examine the customer's needs and recommend products and services that can help them.
- → Respond to customer inquiries and problems.
- → Aid customers to finding relevant and required information.



### One Page Bank Employment Job Proposal

This one pager shows the job proposal report template which includes candidate information, proposal information, description of the proposal, objective, qualification details, practical experience, etc.

#### Sample Bank Employment Proposal

Name of the candidate: Lara Smith

Gender: Female

Contact number: 31928XXXXX

Proposal given for the post of: Desk clerk

Description of the proposal: A cashier's work involves multiple tasks, from making and receiving cash or card payments, connecting with customers and customers to issuing loans, funds and cheques. So it's a job based on enormous talent and experience requiring the candidate to be simultaneously nimble, witty and friendly.

Objective: As a finance student, I would like to start my career with a cashier's job and master the field completely so that it is easy and affordable to get a higher post in the same sector.

#### **Qualifications:**

In the year 2017 I graduated in commerce acquiring overall more than average marks.

I continued with the subject for masters and went on to attain Student Welfare Scholarship in 2018 to pursue higher studies.

Lalso completed a 2018 Amity University Diploma in Finance Management course. Text here

Text here

#### Practical experience:

- Internship from ABC Bank from 4th September 2018 to 4th October 2018
- Internship from XYZ Finance Bank from 14<sup>th</sup> October 2019 to 15<sup>th</sup> December 2019



- → A licensed engineer is the only person who can sign, seal, and submit plans and drawings, supervise work in the private sector, and serve as a fully qualified expert witness.
- → A PE license is highly valued by many government agencies and academic institutions.





- → The duties and tasks of their specific roles are referred to as job responsibilities.
- → This is referred to as the job description at times.
   Roles, on the other hand, refer to a person's position on a team.
- → The individual roles that comprise a team differ according to the organisation or business.

### One Page Writer Economic Development Job Proposal

This one pager shows the writer economic development job proposal template which includes job responsibilities, essential qualification, writing administration, communication skills, passion, etc.

The California Regional District has an exciting opportunity to become the Proposal Writer for a self-driven, dynamic individual in the Department of Regional Economic Development. This is a permanent 28-hour position per week with a salary range of \$25-32 / hr. The Plan Writer will assist RDBN and national agencies in securing funds to support and programs for civic and economic development projects.

#### Job Responsibilities will include, but not limited to:

- · Grant writing and administration of in-house projects for the regional district;
- Assistance in finding sources of funding, evaluating plans, organizing projects and/or writing grant applications for funded community projects managed by non-profit organizations, First Nations or regional municipalities;
- · Promoting grant opportunities and the provision of writing services;
- Support Not for Capacity-building organizations.

#### Essential Qualifications:

- · Self-motivated, organized and creative.
- · Excellent oral and written communication skills.
- · Ability to deal efficiently and compassionately with the public.
- Thoroughness and persistence in follow up.
- · Passion and concern for the region and knowledge and understanding of individual communities.

#### Text here

If this sounds like you and you want to make a positive impact in our area while working in a fast-paced, welcoming team environment, send a cover letter resume no later than 12:00 (noon) June 10, 2016 to:

Lara Swenson, Manager of Regional Economic Development Subject Line: Resume Proposal Writer Email: corrine.swenson@rdbn.bc.ca Mail: PO Box 120, abc Lake, BC V0J 1E0

Visit ABC.bc.ca for more information.



- → Supervisory Responsibilities include the authority to assign work to another, evaluate another's performance or conduct.
- → Direct another, or make, recommend, or influence decisions affecting the hiring, appointment, reappointment, promotion, assignment of duties, evaluation.
- → Terms and conditions of another's employment, volunteer status, or student status.



### Summary Page of Position Announcement Job Proposal

This one pager shows the position announcement job proposal template which includes job title, department, general position summary, supervisory responsibilities, position announcement , specific job skills, minimumqualification, etc.

Job title: Proposal Writer Department: Development Services Hours: 40 per week Opening: March 20, 2020 Closing: Open Unil Filed Classification: Exempt, Professional Staff Benefits: Yes

General Position Summary: This position develops, and edite targeted, strategic donor communications to help the organization achieve its fundratising objectives. Donor resources can include gitt plans, inquiry letters, idea papers and case statements for individuals, companies, and foundations; and donor progress reports.

Supervisory Responsibilities: No supervisory responsibilities at this time.

#### Essential Functions/Major Responsibilities:

#### POSITION ANNOUNCEMENT, PROPOSAL WRITER

- Acquires and retains a good understanding of the University and its associated activities, and trends and goals relevant to fundraising / marketing.
- Works with the board, managers, faculty and production personnel of the Foundation to generate and refine plans and other written correspondence for donors and prospects.

 Leads teams in the development of proposals, drawing on published information and interviewing faculty, administrators and development staff to develop support cases. May engage in the Proposal process with donors and volunteers.

Text here

Text here

#### Specific Job Skills:

- Great expertise in writing , editing and interviewing, imagination, effective interpersonal skills and communication. Paying close attention to detail. Ability to reframe the technical and scientific knowledge for a general audience in a convincing way.
- · Ability to meet deadlines, and simultaneously manage multiple projects.

#### Minimum Qualifications:

- Bachelor's degree in any discipline, focusing on writing skills;
- One year's training in grant writing, publishing, marketing or related fields.

#### Preferred Qualifications:

- Master's degree in any discipline, specializing in writing skills.
- · Proven experience and ability to carry out research projects through a variety of means.

Work Environment: This position will work in a standard office environment, will spend a lot of time sitting, and will spend a lot of time on a computer.

To Apply: Please send a letter of interest, a resume and three professional references (include the subject line job number DS107) to:

The University of Arizona Foundation, Attr: Human Resources 1011 N. Avenue Tucson, Arizona 8571 Fax.(50) (621-29000) "E-mai:ABC@UIFJ



# FAQs

# What exactly is a job proposal with a salary?

- → A compensation proposal is a letter sent to an employer in which you request a higher or ne of pay. It can be the first step towards negotiating a higher salary.
- → Letters are often more effective than asking your boss in person because they give him or he to consider the request without putting him or her on the spot.

# What are some main job responsibilities?

→ Job responsibilities are the duties that define a candidate's role in an organisation. It specifi



skills and abilities that a candidate must have in order to perform the job effectively. It specifies the experience, skills, and key responsibilities required for the position.

# What are the responsibilities of management and supervision?

- → Managers are concerned with determining 'what' their unit does and doing so in a way that advances the organization's larger goals.
- → Supervisors are concerned with the daily operations of 'how' to implement management decisions in their unit through subordinates' work.



# Is a job proposal equivalent to an offer?

- → Proposals, unlike contractual offers, are not commitments or promises.
- → However, if one party accepts a proposal, that party must follow through and negotiate the creation of a legally binding contract.



# About Us

- SlideTeam is a premier Research, Consulting and Design agency that develops and templatizes industry processes and best practices, frameworks and models across all industry and verticals to help customers present their strategies effectively and convincingly.
- In addition, Slide Team compiles data and statistics from thousands of sources
  over a wide range of topics to help customers make intelligent decisions. We
  develop and present our research in the form of fully editable PowerPoint
  templates to make it easy for our customers to create presentations based on their individual requirements.
- With a large team comprising of Research Analysts, Statisticians, Industry Experts and Designers spread over 6 countries, SlideTeam now hosts the world's largest collection of Ready to Use PowerPoint templates on all topics and industries.
- Our team consists of professionals from Fortune 500 companies and Top Tier consulting firms involved in the process of researching and designing over a million slides that are available for our users on a subscription basis.
- To Contact Us and set up a Live Product Demo join us <u>here</u>.