

Sonoma County Job Link



Integrated Services

Friday Update

Date 8/22/08

- ✚ **Welcome form:** It has been decided to color code the Welcome form for IAW (Initial Assistance Workshop) and PJSA (Personalized Job Search Assistance) clients, in order to see which clients that have been profiled by EDD. The Welcome form for IAW is pink and the one for PJSA is light yellow.
- ✚ **Welcome process:** Alix and Diane continue to refine the Welcome process to ensure consistency in how it is carried out by all staff. One of the main objectives is to decrease the impact on the receptionist.
- ✚ **Selective Services:** For individuals who have not completed the Selective Services requirements, please write the letter “S” on the blue dot on their Scan Card. If and when the customer completes the Selective Services requirements you can either put a blank blue dot on top of the old one, or take the old one off and replace it with a new blank one.
- ✚ **Welcome to Job Link:** Sara Quinlan and Jeannie Dunlap, both from Manpower, started working at Job Link yesterday. As mentioned before, Sara will help with JTA data input and Jeannie will help with Welcome. We are glad you are here!
- ✚ **Kathy update:** Some of us have been visiting with Kathy to show her our support and to let her know that she is sorely missed! The entire staff signed a card and money was collected for some cheerful gifts. Kathy continues to improve and is starting to get bored! She wants everybody to know that she misses us, as well!
- ✚ **Management schedule:** A management coverage schedule was placed on Kathy’s door. You can also ask the supervisors and coordinators if you would like to know which manager is available.

Creativity is inventing, experimenting, growing, taking risks,
breaking rules, making mistakes, and having fun.

Mary Lou Cook