First Visit

Goals:
- Connect with hiring manager
- Ask if you can return and learn about the business

Emphasize:
- You are not necessarily looking for immediate job openings.
- You want to learn about the business and possibly become a resource for hiring needs.

Length:
- 5-10 minutes or less

Before the first visit:
- Identify businesses in the area that you will approach.
- Prepare and practice a very brief introductory statement.

During the first visit:
- Ask to meet the hiring manager.
- Introduce yourself as an employment specialist from a local employment program.
- When the employer asks about the program, explain in general terms what the mental health program does.
- Request a short follow-up appointment to discuss the business and hiring preferences.
- Be prepared to answer questions about what you do and what you can offer.
- Bring business cards, brochure, and appointment book.
- Be prepared if the employer wants to meet you right then.

Sample script:
“Hello Ms. / Mr. ___________, I am ____________, and I am an employment specialist from the ____________ program right here in town. Part of my job is to learn about local businesses and the types of jobs that are done there so that I and
my program might become a resource for you when you have the need to hire qualified workers. I would like to schedule a 15-20 minute meeting with you sometime soon to learn about your business so that if and when I have a match for your hiring needs, we can connect a qualified local person to the position you need filled. There is no cost to you for my service and in addition, I may be able to provide you with employees that will qualify your company for tax incentives.”

After the first visit:
- Summarize this visit with notes for future reference.