



## OUTPLACEMENT SERVICES

### *Scope of Work*

P•A•S Associates is pleased to offer the following services as Outplacement assistance options for those individuals transitioning from one work environment to another:

1. ***“Moving to a New Position ... How to Get There!”*** – This service consists of two one-on-one sessions. The first is designed for individuals seeking a new position and specifically assists displaced workers re-entering the job-search world. Creating an accurate, eye-catching resume, writing an appropriate and articulate resume cover letter, searching job boards, internet sites and accessing creative avenues for job openings is the focus of this session. In addition, participants will be given tools for getting their “foot in the door.” The second one-on-one session is designed to assist applicants present themselves well and interview successfully. The tools taught focusing on dressing effectively for an interview, conduct yourself appropriately, answering tough interview questions, following up after the interview and setting the stage for one-on-one job search coaching.
2. ***Resume Creation*** – Writing an effective resume is imperative to job-search success, and P•A•S Associates is well-prepared to assist applicants with this process. Meeting individuals at either a Client’s location by appointment or at the P•A•S office, P•A•S Associates’ representatives work with individuals to create a resume specifically designed with their success in mind. Employees will be provided an electronic version of their resume, allowing them to update and revise with ease.
3. ***“Interviewing Successfully ... and Getting Hired”*** – This one-on-one job-search coaching provides applicants with a “leg-up” on their competition by taking part in a 30-minute to 60-minute individual mock-interview session. The participant’s role is to attend this session dressed for an interview and be prepared to get the job. The coach’s role is to critique, train and fine-tune the participant’s interview

performance, providing tips for future success, building their self-confidence and sending them off ready to implement all they've learned. Coaching shall be conducted on-site at the P•A•S Associates' office.

4. ***Follow-up One-on-One Coaching***

5. This monthly service provides four 30-minute personal or telephonic coaching sessions with a single participant. (Personal coaching is provided at the offices of P•A•S Associates in Bakersfield, California.) On-going resume evaluation and input is provided, as well as unlimited email assistance with job-search questions. The personal and/or telephonic consultations shall be scheduled by the job-search participant and the coach, as mutually determined by the participating parties. Email responses shall be received within 24 business hours and resume review provided as applicable.

6. ***Johnson-O'Connor Foundation Aptitude Testing*** – Aptitudes are natural talents, special abilities for doing, or learning to do, certain kinds of things. Manual dexterity, musical ability, spatial visualization, and memory for numbers are examples of such aptitudes. In a comprehensive battery of tests available only through the Foundation, these and many other aptitudes are measured. As a non-profit scientific research and educational organization, the Foundation has two primary commitments: to study human abilities and to provide people with a knowledge of their aptitudes that will help them in making decisions about school and work. The testing consists of two sessions, each approximately 3-1/2 hours in length, as well the evaluation conference (approximately 1-1/2 hours in length). The appointments for this process may be scheduled on consecutive days or spread out over several days or weeks, if preferred, with no effect on the results. Coordinating this service can either be accomplished through P•A•S Associates or directly with the Foundation.

**NOTE: Retainer clients are eligible for a 20% discount on the P•A•S-specific fees above. This discount does not apply to the Johnson-O'Connor Foundation aptitude testing.**

