



Best Buddies Jobs

When to Call Best Buddies

Open and honest communication between the associate, manager, and Employment Consultant results in a mutually beneficial partnership. It supports the associate's success and independence in the work place. Sharing recognition and exemplary service with the Employment Consultant allows them to celebrate the achievements alongside the team. Addressing concerns earlier rather than later allows the Employment Consultant to coach the associate through the concerning behavior. Waiting until the situation requires disciplinary action often results in missed opportunities to support the associate to improve performance.

Examples of when to call the Employment Consultant include when the associate:

- Receives recognition
- Improves performance after job-coaching or manager feedback
- Is moved to a new department or role
- Reports to work late consistently
- Misses work without calling in
- Does not complete job responsibilities consistently
- Has difficulty learning a new task after the manager/co-worker provides training
- Takes part in an incident that requires disciplinary action such as consistent tardiness and absences, harassment, inappropriate work place conversations, etc.
- Is involved in a workplace accident or injured on site
- Does not improve performance after manager feedback or job coaching

The Employment Consultant will address concerns in various ways including but not limited to:

- Meeting with the associate off site or via a phone call
- Visiting the workplace to provide job coaching
- Arranging a meeting between the associate, manager and Employment Consultant

Employment Consultant contact information

Name: Cheyenne Jock

Cell phone number: 512-838-1073

Email: cheyennejock@bestbuddies.org