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Employer Outreach Communications for Job Developers		
		Typical Monthly Hours
Marketing Tool Development		30 Hours
	Program Presentation Kits	
	Job Seeker Portfolios	
	Business Research/Miscellaneous Tool Development	
Group Contacts		30 Hours
	Newsletter	
	Press Release	
	Public Service Announcements	
	Web and Social Media (LinkedIn/Facebook/Twitter)	
	Business Associations	
	Networking Event Attendance or Presentations	
	Diversity/ADA/Training Employees/Accommodations	
Individual Non-Interpersonal		10 Hours
	Email	
	Phone	
Personal Contact		30 Hours
	Informational Interview/Existing Connection	
	Informational Interview/New Connection	
	Networking Event Personal Contact	
Employer Site		30 Hours
	Tour	
	Exploration	
	Assessment	
	Training	
	Diversity/ADA/Training Employees/Accommodations	
Job Interviews		20 Hours
	Pre-Interview Job Seeker Presentations	
	Job Seeker Interviews	