

**Becoming an
Expert
Employment
Specialist**

Three Cups of Tea

Systematic Job Development

First Cup

Build Relationship

Start the process!

Visit employers based on the job seeker's preferences, skills, and interests.

Schedule a follow up, informational meeting to ask more questions.

Introduction Statement

Who are you?
Where do you work?
What do you do?
What do you need?
When will you be coming back?

Gather Information

Ask open questions about the business, environment, and roles.

Build the relationship first and ask about placements later.

Offer reflections about what you learn to show you understand.

Second Cup

Third Cup

Begin Partnership

Make connections between employers and job seekers.

Ask the job seeker for their feedback and any questions.

Reconnect with the employer to build a meaningful relationship!



WISCONSIN DEPARTMENT
of HEALTH SERVICES

DIVISION OF CARE AND
TREATMENT SERVICES

IPS

WISCONSIN

LET'S GET TO WORK!

STATE OF WISCONSIN



Department of Workforce Development

Vocational Rehabilitation

www.dhs.wisconsin.gov/ips