

**ORIENTATION SCRIPT FOR CUSTOMERS REFERRED BY TEXAS DEPARTMENT OF  
CRIMINAL JUSTICE OR TEXAS YOUTH COUNCIL TO FULFILL REQUIREMENTS FOR  
RECEIPT OF SERVICES FUNDED BY RIO**

Welcome to Workforce Solutions. My name is \_\_\_\_\_. I conduct workshops and seminars here at Workforce Solutions. For those of you who are not familiar with Workforce Solutions, let me tell you a little about us:

Workforce Solutions is one of the leading placement agencies in this area. Last year Workforce Solutions customers filled more than 21,000 jobs listed in our database. Those jobs ranged from bus drivers to account executives. We have 28 offices and professional staff available to help you find the job that you are looking for—and help you build a career for the future.

We provide excellent resources for our customers. Each office provides:

- computer, fax, and telephones for your job search
- information about careers in demand
- help researching employers you might want to work for
- help with writing effective resumes and cover letters, as well as learning and practicing interviewing skills
- help with developing networking skills, and most importantly.....
  
- referring you directly to jobs that match your skills and experience.

Let us help you find the best job you can!

**(Optional: Show video or CD if the office has appropriate equipment)**

Your presence here today tells me you would like for us to help you find the job that puts you on the path for that perfect career. Hopefully you will leave here today with a lead on a job that is just right for you.

- While looking for work and once you go to work, Workforce Solutions may also be able to support you with financial aid, career information, and counseling.. Be sure to call and tell us about your new job.
- Before you leave today, meet with a Workforce Solutions counselor to discuss whether or not you have been looking for a job. Describe the kind of job that you have been looking for and tell the counselor about all of the places you have applied for employment. Also, tell the counselor if there is anything that will keep you from immediately accepting a job or from immediately beginning your job search.
- Before you leave today, come to an agreement with the counselor about what Workforce Solutions will do to help you find a job. (Give examples of what we can do to help)
- Before you leave today, consult with the counselor about the best way to present your criminal record information to employers. And ask the counselor to explain the tax incentives an employer may be eligible for if you are hired. (point out the WOTC and Fidelity Bonding information in the brochure.)

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- While you are working with us, remember to keep all appointments with Workforce Solutions counselors.
- Keep all appointments for job interviews.
  
- If something happens and you are not able to do the things that you and the counselor agreed that you should do, be sure that you work with the counselor to resolve the problem. (Give example)

It is important that you understand that we depend on you to do the things that we just discussed with you today.

Now that all of that is out of the way, let me introduce you to the office staff members that are waiting to help you.

[The materials and forms given to customers as part of this orientation consist of a 4-page brochure titled Work Orientation. Other materials must not be substituted or added.]