**WORKSHEET: Operationalizing Process Maps** *Job Placement Process Map – Worksheet 1: Entry Points*

| **Process Step** | JPCM analyzes data /processes to identify students to work with | Faculty refers student to JPCM | Student entry (self, faculty, career center, counseling, etc.) | Student is assessed for level of service needed, employment readiness, and receives case management support |
| --- | --- | --- | --- | --- |
| **Start***How do you get to the first step on this map? What happens before this?* |  |  |  | N/A |
| **How***How does the step happen (e.g., in person, by phone, via email)?* |  |  |  |  |
| **Who***Who is involved? Who needs to know about this?* |  |  |  |  |
| **What’s documented***What information should be documented? In what format? Where will it be captured? Who needs to see it?* |  |  |  |  |
| **Timeframe or due date***When should this happen? Is it time sensitive?* |  |  |  |  |
| **Connection to***What is this connected to? (e.g. career guidance; service learning office)* |  |  |  |  |
| **Implications***What systems, structures, processes, need to adjust in order to implement this step in the process?* |  |  |  |  |