**WORKSHEET: Operationalizing Process Maps** *Job Placement Process Map – Worksheet 2: Student Not Sufficiently Prepared*

| **Process Step** | Student needs exposure to the workplace | Refer to WBLC | Student participates in WBL opportunity | Student needs employment preparation support | Refer to Career Center or appropriate dept. (e.g. Counseling) | Student receives employment readiness support | Student is re-assessed for level of service needed, employment readiness, and receives case management support |
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| **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?* |  |  |  |  |  |  |  |