**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 |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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?* |  |  |  |  |  |  |  |