**WORKSHEET: Operationalizing Process Maps** *Job Placement Process Map – Worksheet 3: Student Is Sufficiently Prepared*

| **Process Step** | Self-service branch for students who don’t need support | JPCM assists student in locating opportunity matches | Student applies for position(s) | Student not receiving offers | Student receives further case management | Student receives/ accepts job offer | JPCM surveys student about employment status and updates info | JCPM confirms with employer |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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?* |  |  |  |  |  |  |  |  |

**Then What**

*What happens next (if not already represented in the process steps)?*