

# Standard Operating Agreement for Job Opportunity List

## Shared Agreements

- All parties will review the shared document weekly, and take appropriate action
- All parties will adhere to the “Regional Guiding Principles” if employer contact is necessary
- When additional analysis is needed, please download a copy for sorting or filtering
- All participants agree to provide necessary feedback from students or employers
  - Including but not limited to: students hired, students not hired, students interviewed
- All parties will NOT edit the Table tab
- All parties will maintain data integrity as the spreadsheet is a shared document, and keep comments concise
- If changes are needed/desired, parties may discuss the changes in the monthly COP meeting before changing the shared document

## Job Placement Case Manager (JPCM) Specific Agreements

- JPCM’s will complete green columns regarding action taken for jobs shared
- JPCM’s will check/provide information in the feedback tab
- JPCM’s will share college/student needs on College Request tab

## Regional Director (RD) Agreements

- RD’s will complete blue columns for jobs and complete the columns as thoroughly as possible
- RD’s will check/provide information in the feedback tab
- RD’s will check college/student needs on College Request tab to support colleges in finding appropriate jobs for their students