

The WOW Factor is a monthly publication that connects talent to businesses. Business Solutions Representatives (BSR) and Career Planners (CP) collectively collaborate to market **actively** job seeking program clients to businesses for employment or work-based learning placement opportunities. As needed, the WOW Factor or a Special Edition may be issued more frequently.

### Summary of roles and deadlines:

- 1<sup>st</sup> Wednesday of the month, **each** CP submits up to 3 active job seeking clients
- 1<sup>st</sup> Friday of the month, Executive Assistant will send Draft WOW Factor to CP and BSR teams
- 2<sup>nd</sup> Monday of the month, CP will respond to Executive Assistant w/ revisions, if any
- 2<sup>nd</sup> Tuesday of the month, Executive Assistant will distribute WOW Factor to businesses
- December is skipped due to holidays.

The following table includes ownership and deadlines.

Ownership	Task	Monthly Deadline
<b>Career Planners</b>	<p>From the referral list, <b>each</b> CP is to identify up to 3 active job seeking clients to feature on the WOW Factor by submitting an email to the Executive Assistant with the following:</p> <ul style="list-style-type: none"> <li>• <b>SUBJECT:</b> WOW Factor: [Month Year]</li> <li>• <b>BODY:</b> <ul style="list-style-type: none"> <li>▪ Client Name</li> <li>▪ Occupation Title</li> <li>▪ Wage Range</li> <li>▪ Preferred Location (maximum of 3 cities)</li> <li>▪ Travel Radius</li> <li>▪ Highlight Client's Skill Sets (bullet points)</li> </ul> </li> </ul> <p><b>EXAMPLE:</b>  <b>Email Subject:</b> WOW Factor: January 2020</p> <p><b>Client Name:</b> Jane Doe  <b>Occupation Title:</b> Product Development / Operations  <b>Wage Range:</b> \$25.00 to \$28.00/hr.  <b>Preferred Location:</b> Germantown, Menomonee Falls, and Sussex  <b>Travel Radius:</b> 10 Miles  <b>Skill Sets:</b></p> <ul style="list-style-type: none"> <li>• Multi-lingual professional with over fifteen years of international and US experience in operations and research development, consumer products and field testing;</li> <li>• Extensive product-development background, technical translation, and presentation experience;</li> <li>• Fluent in French, Italian, and currently studying Spanish; and</li> <li>• Bachelor's Degree in Business Administration</li> </ul>	<p>1<sup>st</sup> Wednesday of the month by 4 pm.</p> <ul style="list-style-type: none"> <li>• If you are on PTO, plan to submit in advance.</li> <li>• If you have more than one client to feature, please provide their information in the same email and not in separate emails.</li> <li>• CPs are responsible to have the most current referral form and resume of client(s) on the referral list for BSR's immediate access.</li> <li>• Clients will not be featured on the WOW Factor if they are not added to the referral list upon submission.</li> </ul>
<b>Executive Assistant</b>	<ul style="list-style-type: none"> <li>• Executive Assistant to develop <b>draft</b> of WOW Factor and E-mail it to Career Planners for proofing and CC Business Solutions Representatives</li> </ul>	1 <sup>st</sup> Friday of the month by 4:00 pm
<b>Career Planners</b>	<ul style="list-style-type: none"> <li>• CP to proof WOW Factor template and forward edits to Executive Assistant <u>only</u> (no group messages)</li> </ul>	2 <sup>nd</sup> Monday of the month by 12:00 pm
<b>Executive Assistant</b>	<ul style="list-style-type: none"> <li>• Executive Assistant to distribute WOW Factor to businesses</li> </ul>	2 <sup>nd</sup> Tuesday of the month at 10:00 am or no later than 11:00 am.
<b>Business Solutions Reps.</b>	<ul style="list-style-type: none"> <li>• BRS will follow up with the company that requested resumes and request the following information: <ul style="list-style-type: none"> <li>▪ Status of client's resume review and interview interest, with date/time.</li> <li>▪ Hiring decision timeline/date.</li> <li>▪ Advocate for client by reminding business of OJT benefits.</li> </ul> </li> </ul>	3 <sup>rd</sup> Day after Business Requests Client's Resume

