

Placement Process: Reviewing Open Jobs Listing

[Date]

[Employee Name]

[Street Address]

[City, State, Zip Code]

Dear [First Name],

As discussed, we are currently working with you to identify an open position within the organization that meets your current qualifications and medical restrictions. In order to ensure that you have every opportunity to review job openings on a regular, on-going basis, I have arranged for the following:

As we agreed, on [date], please report to [location] at [time].

As you review the job listing, make note of the requisition number and job title of all positions that you believe you may be qualified for and able to perform, with or without accommodation. On [the next day], please contact me at [phone number] to discuss any positions you identified or to ask questions about any position for which you require additional information. Feel free to leave this information on my voicemail if you are unable to reach me directly.

I will work with the necessary individuals to follow up on any positions that you identify, and I will contact you to discuss the status. Any positions for which you are qualified and that meet your medical restrictions will be pursued for potential placement.

Please plan to report to [location] every other week following your scheduled appointment on [date], to ensure that you are able to view all posted positions (job postings run for [date]). You should review the job listing and contact me the next day to discuss positions you've identified. Be sure to contact me even if you do not identify any positions to pursue.

If you are not able to review the job listing on your scheduled date and time, please contact me to reschedule your appointment. It will be your responsibility to arrange for a time to review the listing on another day that week.

In order to familiarize you with this process, I will meet you on [date] at [time] at [location]. We will discuss how to use the job listing, and I can answer any questions that you have at that time.

You are currently scheduled to review the job listings at [time] on the following dates:

If a placement has not occurred as of [date], we will schedule additional dates at that time.

I have attached a separate sheet that outlines the above process for your reference. I look forward to seeing you on [date]. Please feel free to contact me in advance if you have any questions.

Sincerely,

[Name]

Copy: Employee Personnel/Central File