



**Simplifying Employment**  
consulting | staffing | support



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## Experience at work for you

### CONNECTING PEOPLE WITH EMPLOYMENT

Established in 1989 ACHIEVE Career Consultants has been assisting Employers with finding the right Employee for the job. Through one-on-one interviews with prospective employers, ACHIEVE identifies qualified applicants for prospective job vacancies.

The process is simple. An ACHIEVE Employment Specialist will be assigned to you. You will discuss your employment goals together, look at vacant position qualifications, and provide Employers with resumes, cover letters, and completed job applications for each prospective position. Additionally, your Employment Specialist will accompany you to the interview and assist with the interview process when necessary.

Once employment is obtained, your Employment Specialist will train you on the necessary job components. Once you, the Employer, and your Employment Specialist agree you have met the job-related requirements, your Employment Specialist will "fade out", leaving you to complete the job tasks on your own.

Your Employment Specialist will meet with you twice a month and your Employer once a month to ensure that you are continuing to meet the expectations of the job. Should you receive a promotion or if your job responsibilities change, your Employment Specialist will assist you with learning your new responsibilities.

# flexible solutions for your employment needs



### WHO EMPLOYS ACHIEVE INDIVIDUALS?

- Alfred University (10+ year Employer)
- Alstom Transportation Inc. (7+ year Employer)
- Arbor Development **NEW**
- Burger King (20 year Employer)
- Cuba Memorial Hospital (5+ year Employer)
- First Citizens Bank **NEW**
- Henderson-Smith State Office Building (13 year Employer)
- Intergrow Greenhouses **NEW**
- K-Mart **NEW**
- Maier's Market **NEW**
- McDonalds **NEW**
- US Post Office - Almond, NY (10 year Employer)

### VOCATIONAL ASSESSMENT

ACHIEVE has the ability to assess your work skills, aptitudes, and learning style. This is accomplished through an assessment process which takes approximately 2-3 hours. In this time frame, you will meet with a trained Evaluator who will put you through a series of tests which will allow the Evaluator to identify your potential for employment in your desired field.

The assessment process can include: 1.) Learning Styles Assessment 2.) Interest Inventory 3.) General Aptitudes and 4.) Simulated Work Samples; Machine Tending, Small Parts Assembly and Hand/Eye/Foot Coordination.

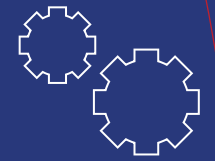
### JOB READINESS / WORK READINESS

ACHIEVE has developed a comprehensive series of Job Readiness classes to address current employment issues by surveying local Employers and working with the New York State Department of Education to determine what employers are looking for from prospective Employees.

Classes include: Job General Aptitudes, Work Ethic and Values, Communication, Conflict Resolution, Co-worker and Supervisory Relations, Job Applications, Interviewing, and Resume Writing.

### COMMUNITY BASED ASSESSMENT/JOB COACHING

An added feature of ACHIEVE is our ability to provide you with an opportunity to obtain on-the-job training. Once you indicate an interest in a job, your Employment Specialist will work with a local business to train and assess your ability to effectively perform the required job tasks. This process typically takes place over a 2-3 week period. At the end of this assessment, your Employment Specialist will meet with your "host Employer" to determine if you met the expectations of the job description, determine your strengths, and identify barriers to success. This process assists both you and the Employer to determine if you are a good match for the job.



### POSTSECONDARY EDUCATION

The transition from high school into the collegiate or workforce environments is a key turning point your life. The vast majority of jobs in today's economy require education attainment and technical skills. Regardless of your career or academic path after high school, you must be knowledgeable and informed about the world in which you live and have the capacity to handle complex problems in order to maximize your professional and personal success.



### EMPLOYMENT SPECIALIST

An Employment Specialist will be at your job to provide ongoing supports and job retention services for you and will remain with you until you are completely up to speed and confident working on your own.



### EMPLOYEE PLACEMENT

Since 1989, ACHIEVE has successfully matched over 200 individuals with employment. Our high success rate is due to our ability to accurately match employment opportunities with skilled individuals.

