



February Newsletter

## FAQ, Referrals, Conversions, & Events

### What Happens When I Refer? & Other FAQ

What's the process like for a jobseeker after I refer them?

1. We get in touch. The first thing we do is contact the jobseeker. This typically means a short phone call. We gather their basic info & schedule a meeting, ideally in-person, with our local account manager.
2. An intro meeting. This is an in-depth conversation about the individual's past experiences and future goals, including any barriers they've faced in securing employment.
3. We get to work. Based on that conversation, their account manager will submit the individual to one of our 80+ employer partners. We'll also match them with a peer coach and offer any other potential supports, from resume building to interview coaching to community referrals.
4. Their job starts. Next, we complete onboarding paperwork, and they're ready to start work. Our support continues for the duration of their time with us — we know that jobs don't always work out on the first try, and we never give up on a jobseeker.



How does temp-to-perm staffing work?

As a staffing agency, we are actually the employer. Jobseekers start on our payroll, and we support them until they are eligible to become permanent direct hires.

While they are with us, they receive the same wages as direct hires. We charge employer partners for the work that they do and for our support services.

A big benefit of this setup: it's easy for candidates to try different Working Fields jobs without new paperwork.

What support does Working Fields provide?

- Peer coaching. The core of our support is weekly coaching from a trained peer. Individuals are matched with a peer based on shared life experiences. Coaches work 1-on-1 to offer compassionate listening, set goals, encourage motivation, and connect with local resources.
- Account management. Local managers meet each person where they're at. They help with all aspects of the individual's overall success, such as providing holistic candidate summaries to HR, communicating with supervisors, or co-case managing with a service agency.
- Transportation. In Chittenden and Franklin Counties, VT, we have a shuttle van available to take folks to and from work — including places and times the busses don't cover.

## Welcoming All Jobseeker Referrals

We work with anyone to provide full-time employment support. Last month, we received over 85 referrals from our community!

[Check out our 181 openings here](#) for roles like:

- Chief Engineer - Williston, VT, \$55,000-60,000
- Counter Associate - St. Albans, VT
- Program Teacher - Waterbury, VT
- Kitchen Worker - Greenfield, MA
- General HVAC - Manchester, NH
- Sales Admin - Dover, NH

Click the button below to refer someone to our employment services.

[SUBMIT A REFERRAL](#)

## Spotlight on Conversions

With every person we place, our goal is to help them convert to a permanent hire.

Here's the story behind one recent conversion:

*When we first met:*

'Liz' was staying at a local motel, had pending charges, and was struggling with self-worth. Working Fields matched her with a peer coach and placed her with an employer. There, her work ethic shone. Her coach was instrumental in encouraging Liz to advocate for herself. Her employer worked proactively with Liz, her coach, and her account manager on any bumps in the road, and Liz ran with that opportunity, consistently learning from all feedback.

*When she converted:*

Now, Liz is permanently employed by the company. She has her own housing with her name on the lease. Her court case was dismissed. She's also taking steps to become a supervisor at work and is on track for that promotion.

## Event Updates & Highlights

### Upcoming

[Burlington: Come feel the love on 2/9](#)

Join us at COTS from 10-12. We'll be making cheesy Valentine's cards, and we'll be available for employment advice too!

[VT: Tune into Recovery Day on 2/15](#)

Did you know that more than half our staff is in recovery? Come be loud and proud about your journey with [Recovery Vermont](#) in two weeks!

## January Highlights

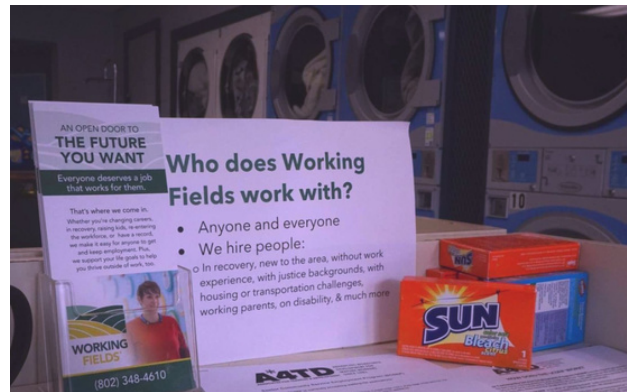
### Enrichment Night @ CRCF

Thanks to VWW for inviting us to present at Enrichment Night! Our favorite quotes:

- “I loved it, they gave me so much hope!”
- “The whole thing was amazing!”
- “Wonderful to work with people who understand.”

### Job Fair @ King Street Laundry

We hosted our own job fair for the first time, met nearly a dozen candidates from all walks of life, and sponsored 5 loads of laundry!



Check out VT Digger's coverage of our job fair and this unique community laundromat below.

[READ ARTICLE](#)

*Working Fields is a mission-driven staffing agency. We help individuals build the lives they want through peer support and job opportunities. By addressing systemic barriers to employment — such as transportation, housing, convictions, or substance use disorder — our people-first approach enables employers to hire from a larger pool of talented candidates.*

[VISIT WEBSITE](#)

*Copyright (C) 2022 Working Fields. All rights reserved.*

You're receiving this email as part of the Working Fields community and a supporter of our mission to improve lives through employment opportunities. If you no longer wish to receive this e-mail, please opt out below.

*Our mailing address is:*

Working Fields  
1889 Williston Rd., Suite 100  
South Burlington, VT 05403