
Business Development Checklist (1st Meeting)

Business Targeted_____

Address/Contact Info_____

Purpose of visit

Job Development for specific individual JD for general outreach JD for volunteer/other program

Research the business

- Their website
- Are they hiring? For what?
- Their history
- Their competition
- Their industry
- Their location

Key staff/management

- Have I researched the owner/manager? (Google or Search Linked In/Facebook for their name)
- Do I know anyone who has worked there now or in the past?
- Do I have any mutual friends, mutual charities or former employers?

The Meeting

- Have I prepared my intro?
- What will I compliment him or her on?
- What questions that cause conversations will I ask?
- When can I set a follow up meeting?
- Have I brought or prepared any leave-behinds (brochure/flyer/resume, etc.)?

Sample Intro Statements:

- "I noticed how clean and organized your store is"
- "I noticed how friendly your staff is"
- "I noticed the help wanted sign. Can you tell me more about what you are looking for?"
- "I was reading online about your businesses' _____ and I wondered _____?"

Sample Questions/Statements (once you have built up some rapport)

- "Have you heard of (your agency)?"
- "We provide jobs for people with disabilities. Have you worked with an agency like ours before?"
- "What is your biggest staffing issue?" (Be prepared to offer solutions)

FAQ businesses ask us and sample answers

How does it work? "It depends on the program, but I could arrange to have <Susie> come down later this week? Then we can go from there if it's a fit."

What about liability? (You will need to find out specifics from your agency in advance)
You could say "Many of the people we work with would be covered under our agency insurance, but it's a case by case basis."

What kind of disabilities do they have? "By law I am not allowed to disclose their medical information, but I assure you I am bringing you someone who is motivated, excited and capable performing the main duties of the position"

Don't forget to BAMFAM!