



TERO Job Skills Bank Procedures

The Job Skills Bank was created to provide:

- a resource to contractors to showcase the local Native American workforce
- an assessment to identify training needs to develop individual employable skills

TERO client responsibilities:

- Continually update your job skills profile
- Register weekly your availability by personally visiting the TERO Office (if not local you may call to check in).
- Attend TERO sponsored trainings/workshops to enhance your employable skills
- Have a valid telephone/message system so we may successfully contact you
- Be prepared to interview for an employment possibility
- Be prepared for hiring, have current ID, SS card, driver's license, etc.
- Be dependable: on time for interviews, workshops, and job sites
- Be respectful: no foul language or obscene gestures
- Be ready for drug/alcohol screening

TERO responsibilities:

- To communicate to the client all job and training opportunities (via email, advertisement on website/other).
- To assist the client in job application preparation and resume development (appointment required)
- To provide site for computer usage

Once an individual is in the Job Skills Bank, they must check in once a week and confirm that they are able to work and clarify, per their skills, what type of work they are seeking. There is no need to come in every day. No phone calls unless your residence is not local.

TERO does referrals from the Job Skills Bank based upon the request from contractors or employers needing workers.

Once an individual is sent out to meet with the potential employer, it is up to that individual to be ready for an immediate interview and carry all necessary identification with them (Social Security card/Drivers License or CA ID). If the employer feels that the individual does not have enough experience, fails an interview (failure of an interview could mean, being late or not ready to work at the time needed), does not have the proper identification, fails to follow through with hiring requests/is late or no show to hiring requests etc., the employer may request more individuals out of the Job Skills Bank until the position is filled. If the cause for no hire is due to any of the aforementioned items, this will be noted in the client file and the client will not be referred for the next three temporary requests they qualify for.

Once an individual is hired, it is up to the individual to verify their pay rate and pay date.