



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:

- Once registered keep in mind your application etc. expires every 3 months or if you fail to update contact info/check in.
- Continue to update your job skills profile information if it changes.
- Register weekly your availability by contacting the TERO Office (via email or phone). For In person assistance with resumes etc. please make an appointment ahead of time and keep in mind the 1 hr. time frame per daily visit.
- Mandatory: All active clients must attend all TERO trainings that assist directly with gaining employment such as interviewing, resume, application processing, dress to impress, customer service and any other trainings to enhance your employable skills.
- Have when submitting your TERO app: Valid State I.D./Valid Driver License, Social Security Card and Tribal Verification
- Inappropriate behavior, use of foul language and/or if you are suspected of being under the influence of drugs/alcohol while communicating with TERO Staff will immediately result in suspension/inactive status from the TERO program for a minimum of three months.
- Do NOT contact/harass etc. potential employers/staff/contractors if this is violated you will not be referred for that potential job.

** Any violation of the above could result in becoming inactive for a minimum of 3 months.

TERO processes referrals from the Job Skills Bank based upon the request from contractors or employers needing workers per client skills. TERO does not do the hiring for the referrals.

Client Signature

Date