



Jane Doe
Letter of Agreement # 1
November 28th, 2013

Terms of Agreement:

Options for Services will assist Jane to hire a full time employee before the

Details of Task:

Item #	Task	Time Allotted
A. Entrance Strategy	Options for Services will spend time with Jane to get a sense of who she is and what qualities would be important in the prospective employee.	2 hours
B.	Options for Services will consult with Jane and her support network on the wording of the advertisement and if they have a preference on where it's placed. Applicants will be asked to submit their resumes to the Options for Services contract staff.	2 hours
C.	Options for Services will review all applications and complete phone interviews. Options for Services will share findings with Jane and her support network and provide input. Jane and her support network will decide which candidates to interview. Ideally Jane would like to interview four people.	2 hours
D.	Options for Services will set up dates and times for interviews with Jane and her support network. Jane will be present at the interviews. A support network member will also be present at the interviews. Options for Services will take the lead role during the interviews. Options for Services will utilize interview questions that: <ul style="list-style-type: none"> a) have already been developed by Jane and her support network (if applicable) b) have been put together by Options for Services with Jane and her support networks' approval. (developing interview questions with Jane= 1 hour) (coordinating interviews= 1 hour) (4 interviews x 1 hour= 4 hours)	6 hours
E.	Options for Services will complete reference checks on the selected candidates. Options for Services will meet with Jane to discuss the pros and cons of each applicant. The formal offer of employment will be extended to the candidate by Jane. Options for Services will ensure a letter of agreement is signed at the time of hire.	3 hours

	Options for Services will collect documentation of requirements such as a Criminal Record Check and Adult Abuse Registry Check. (reference checks= 1 hour) (meeting with Jane = 1 hour) (Signing agreement and collecting documentation = 1 hour)	
F. Exit Strategy	Options for Services will pass any information or documentation collected during the agreement to Jane and her support network.	0.5 hours
	TOTAL HOURS:	15.5 hours

Communication:

- Options for Services will contact Jane and her support network once a week to be updated if no candidates have applied. If no candidates have applied after three weeks, Jane and her support network will be consulted as to further action steps.
- All communication with potential candidates will go through Options for Services until Jane is prepared to make an offer of employment.
- Any identified need for additional hours worked by Options for Services must be approved by Jane, her support network, and the Options for Services Coordinator before they are worked.
- Any issues, questions, or concerns that arise outside of the scope of the agreement (that cannot be addressed by Options for Services) will be brought forward to Jane's support network.
- The Options for Services staff will submit his/her timecard to Jane's support network via email for approval monthly.
- If at any time Jane, her support network, or the Options for Services staff feel there are issues with how the agreement is progressing, the Options for Services Coordinator will be notified immediately to assist in resolving the issues.

Review Process:

- At the conclusion of the agreement, the Options for Services Coordinator will connect with Jane and her support network to formally identify what worked well and any suggested areas for service delivery improvement.

Administrative Details:

Options for Services fee is \$20.00/hour and \$0.40/km if travel with Jane occurs.

Task	Total Hours	Options for Services Fee	Total
One Time	15.5	\$20.00/hour	\$310.00

Options for Services will invoice monthly.



Contact Information:

ICOF Employer: Jane Doe
Email:
Phone:

Support Network Contact:
Email:
Phone:

LIFE Resource Coordinator:
Email:
Phone:

Options for Services Contractor:
Email:
Phone:

We, the undersigned agree to the above terms and expectations:

Jane Doe

Date

Support Network Member

Date

Thank you for using Options for Services! We look forward to working with you on this and future activities. Please feel free to contact us at any time if you require changes in the agreement, further tasks to be done, have any questions or have feedback for us on ways this process might be improved.

Sincerely,

Michelle Pinette
Coordinator, Options for Services
Phone: 204-864-3079 or 204-784-4812
Email: optionsforservices@icof-life.ca