

PROCTOR INSTRUCTIONS

SESSION PREPARATION

- Employers Hosting a Group Session – Please Identify a Proctor**

Employers hosting a group session will need to have a designated session proctor. The proctor can be an agency staff person. The proctor will be responsible for hosting the session, recording participant names, and submitting names to the Iowa Coalition for Integration & Employment (ICIE) following a session for attendance verification and documentation.
- Invite parents/guardians, case manager/care coordinators, & supportive friends of employees to attend the session**

An information letter for parents/guardians, is included in the registration packet materials, and can be shared with families/guardians to provide them with information about the requirement for career counseling and it invites them to participate if available. *** Please remember to get a release of information signed for your files, so you can share participant names with ICIE for attendance verification. Release made to Iowa Coalition for Integration & Employment (ICIE) at 906 Main Street, Norwalk, Iowa 50211**
- Print Presentation Slides for Participants**

Prior to the presentation, your agency contact will receive the presentation to make copies for those who need it and/or to have available at the session.
- Print the ‘Career Counseling Sign-In Sheet’**

The registration packet includes the ‘Career Counseling Sign-In Sheet’ for the session’s proctor to complete during the session and which will be returned to ICIE for attendance verification.
- Identification of Session Location**

Identify a space where attendee(s) can easily & comfortably access the session. **The session will require an internet connection & computer.**

CONNECTING TO THE SESSION

- Welcome Attendees**

As attendees enter the room, welcome them and orient them to where they should sit for the presentation. You want to make sure participants can see and hear the presentation easily from their seat. It will be important that individuals have adequate support to participate, capture any questions/comments and to identify appropriate next steps. Presentation materials should be available to participants and others who are joining the session.
- Connect Using the Session Link**

Use the link sent in your registration confirmation to connect. Please test the link first to make sure everything is working before the time of the event.

DURING THE SESSION

- Engage and Assist Attendees with Questions, Comments & Reactions**

Support attendees in engaging in the session, sharing any questions, responses and reactions with the session presenters. Utilize the session features like the ‘chat feature’ to ask questions, share comments or reactions.

POST SESSION FOLLOW-UP

- Print 'Follow Up Information & Referral Discussion Forms'** Following the webinar session, employment services staff should complete the 'Follow Up Information & Referral Discussion Form' with individual participants to assist with processing the information provided in the webinar session, and help identify the individual's interest and next steps. A copy of the form should be shared with an individual's case manager/care coordinator (if they have one) to utilize for discussion and service planning. The employer should use the form as a guide to shaping employment services for an individual and should include a copy in the employee's file with the career counseling attendance certificate.
- Submit 'Career Counseling Sign-In Sheet' to ICIE** Send the completed & signed form to ICIE at iowaemployment@gmail.com. IVRS regional offices will deliver *Certificates of Completion* on attendees who participated to the agency Point of Contact.
- Certificate of Completion to Attendee** Point of Contact should provide participants a signed *Certificate of Completion*, which can be copied and maintained in the agency's file.
- Attendee Follow-Up** Employers should support participants follow through with their next steps and connecting them with information, resources, and referral(s) that align with their interest.

CONTACT US

Here is contact information should you have questions or need assistance prior to, during or after the session.

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