



# OUTPLACEMENT VENDOR CHECKLIST

Outplacement is a service given to individuals who have been laid off by their employers. The service may include access to career coaches, resume writers, job boards, in-person or virtual workshops, and more. There are a number of reputable outplacement providers who offer similar services, and it can be difficult to identify meaningful differences in their services.

Use the list below to ensure you select a provider that can deliver fast, flexible and effective outplacement support.

## Company

FEATURES & BENEFITS		INTOO	Vendor A
<b>Reputation</b>	Vendor has a strong reputation and has received industry endorsements and awards	✓	
<b>Ratings</b>	Vendor has high satisfaction ratings from those who received service	✓	
<b>Focus</b>	Vendor is specialized in outplacement and has established expertise in this sensitive offering	✓	
<b>Innovation</b>	Vendor prioritizes new technology and program features that advance career coaching support and resources to support the individualized needs of the modern job seeker	✓	
<b>Results</b>	Vendor demonstrates proven success in helping candidates land faster	✓	
<b>Cost-effective</b>	Vendor passes along the cost-savings from technology solutions to clients to enable further investment in stabilizing your business	✓	
<b>Flexible</b>	Vendor has the ability to customize the program for your needs and for employees of all levels--non-exempt to CEO--and to include on-site support, extended service, and more	✓	
<b>Extended length of service</b>	Vendor provides adequate support that aligns with the average time needed for affected employees to find a new opportunity	✓	
<b>Global support</b>	Vendor can provide career transition to support your global workforce	✓	
<b>Scale</b>	Vendor can quickly scale to accommodate sudden workforce changes	✓	

## Career Coaching

FEATURES & BENEFITS		INTOO	Vendor A
<b>Experience</b>	Career coaches have advanced degrees, extensive experience and accreditations	✓	
<b>Personalized coaching</b>	Coaches have experience with candidates of all levels, industries and functions, and provide personalized guidance based on each person's individual circumstances and interests	✓	
<b>On-demand access to career coaches</b>	Participants can initiate live one-on-one sessions with a career coach at their convenience, via video, talk or text chat throughout the entire program, with no session caps	✓	
<b>Availability 7 days/week</b>	Candidates have access to coaches when they need it	✓	
<b>Unlimited coaching</b>	No session or program caps to ensure that individuals get the support they need	✓	
<b>Resume and cover letter writing and critique 7 days/week</b>	Participants have weekend support from coaches on the tasks they need to complete in order to be prepared for every opportunity that comes their way	✓	

<b>LinkedIn profile writing and critique 7 days/week</b>	Participants have weekend support from coaches for critical job search activities and more	✓	
<b>Immediate access</b>	Candidates gain immediate access to coaches to help speed the transition – no orientation required for the best candidate experience	✓	
<b>Executive-level experience</b>	Coaches have proven success in developing strategies to guide executives through the unique challenges they face	✓	
<b>Interview practice</b>	Vendor offers video interview practice, which candidates can share with a coach, and also allows you to conduct mock interviews with a coach over the phone or video	✓	
<b>Alumni access</b>	Vendor offers extended access to job seeker resources and coaches beyond the program term	✓	

## Online Career Center

FEATURES & BENEFITS		INTOO	Vendor A
<b>Resume writing</b>	Career coaches help candidates build, edit and tailor their resumes based on their individual goals, 7 days a week	✓	
<b>LinkedIn profile writing</b>	Career coaches review and critique candidate's personal branding across professional and social media channels	✓	
<b>Cover letter writing</b>	In addition to coaches guiding individuals on how to write strong cover letters that help their applications stand out, vendor provides cover letter builders and templates	✓	
<b>Job board with millions of postings</b>	Participants have access to millions of jobs, with the ability to set up alerts for new postings, helping to ensure they are among the first to apply	✓	
<b>Innovative interview practice tools</b>	Program offers video interview practice technology, in addition to the ability to conduct mock interviews with coaches via video or phone call	✓	
<b>Self-assessments</b>	Program offers a variety of assessments covering skill, value, style, preference discovery and more	✓	
<b>Networking and LinkedIn strategies</b>	Participants can jumpstart their networking activities with the help of the platform's LinkedIn integration by identifying connections at their target companies	✓	
<b>Access</b>	24/7 unlimited access to online career center from any device, including mobile	✓	

## Implementation

FEATURES & BENEFITS		INTOO	Vendor A
<b>Packages</b>	Standardized packages offer value at every price point and for all employee levels from non-exempt to CEO, with the ability to further customize as needed	✓	
<b>On-site support</b>	Coaches can be brought on-site or provide support via webinars to ease day-of communication and education to impacted employees	✓	
<b>Dedicated account manager</b>	A dedicated account manager provides consultative guidance and schedules quarterly business reviews	✓	
<b>Reporting</b>	Vendor's technology provides on-demand access to real-time reporting dashboard	✓	
<b>Platform stability</b>	Vendor uses best-in-class web service provider to ensure candidate access is never interrupted	✓	

Learn how to help your employees through workforce transition. Contact us at 1-888-879-9357 to speak with an outplacement advisor today.