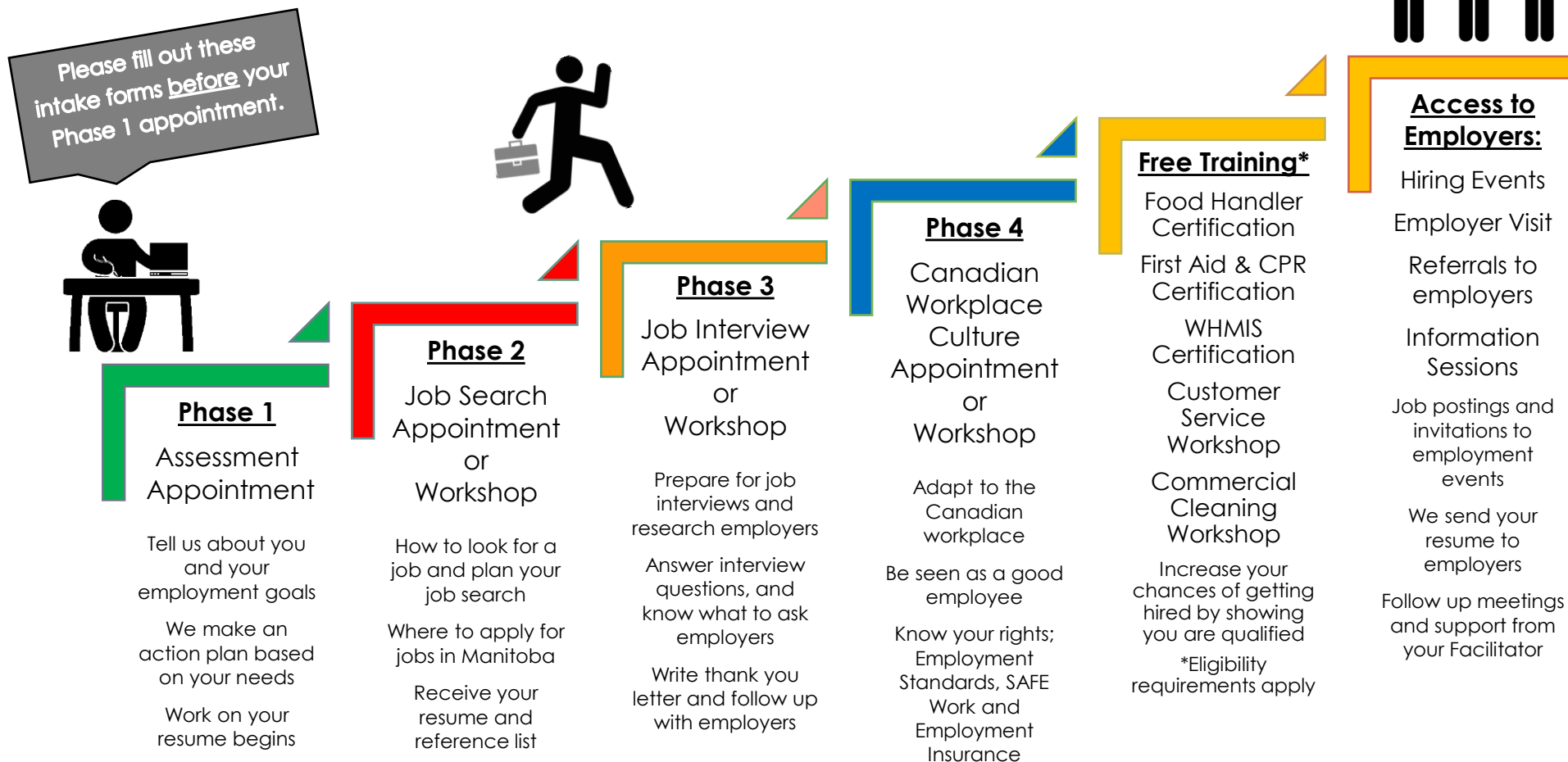


Steps to Employment Success



As a client of Immigrant Centre's Employment Services, I promise to:

1. Participate in all 4 Phases of ICM employment services; arrive 10 minutes before my appointments, workshops and events
 - If I arrive more than 15 minutes late, I will respect the Front Desk Staff if I am not allowed to attend my appointment, workshop or event
2. Apply for jobs, visit employers and attend Immigrant Centre Employer Events every day
3. Check my voicemail and email every day, reply immediately and inform my Employment Facilitator when my contact information changes
4. Call or Email my Employment Facilitator to make an appointment before I come to the office
5. Call my Employment Facilitator when I find a job - WE WANT TO CELEBRATE YOUR GOOD NEWS!

Client Name

Client Signature

Employment Facilitator Signature

Date