Inclusion Alberta

Employment Cold Call Script

(A Working Document)

Part One: *The Explanation of Your Role and Who You Support*

Hello, My name is _____ I am a Support Staff. I support an individual with developmental disabilities and part of my role is to support the employment search.

Part Two: *The Ask; Why Are you Calling Them?*

(This part is often dependent on your employment situation so there are options)

Option A)

I am calling because I have researched/heard of what your company/organization does and I know it would be a wonderful fit for the person I support (specifics).

Option B)

I am calling because _____ indicated that you are looking for potential employees to do _____ (*if you are aware of a specific role – part-time or full-time, talk about the specifics of that).*

Option C) ??? (Anything else?)

Part Three: *Brag about the individual and their passions; how they could connect to their organization?*

As I said before, the person I support would love to be a part of your company/organization in some capacity.

Eg. Tyler loves Video Games and has had the dream to become a Video Game Designer. He is extremely diligent when it comes to graphic design details and also is very artistic.

Part Four: *The Confirmation and Questions*

***So is this something you would be interested in exploring in some capacity?**

***Or do you have any questions about my role or about the student I support?**

Part Five - *Potential Questions from the Employer*

BUT the student has disabilities; what are their limitations?
Potential Answers

- The individual does have developmental disability, yes.
- They often struggle in these areas (but if you can phrase it in a way that says they struggle with this BUT they can receive support, ideally by their coworkers and it can be successful).

Eg. *They need support in terms of motivation but if they have coworkers who can be forward in telling them detailed directions with a time limit, it will be no problem.*

Do I pay them the same as everyone else?

- Ideally yes, people with developmental disabilities should be included like everyone else. Also, we believe they are working as hard as everyone else (if not harder).
- It is very common for individuals with developmental disabilities to be on the same payroll as everyone they work with.

Will you be with them the whole time while they work?

- I would love to start off with the individual in their orientation and as they learn about the position but eventually we would love if they could be supported by you and their coworker and I will make it my goal to continually check-in whether that be through phone or in person.

Part Six: *Set up a time to meeting to discuss it more!*

If you would like to meet the individual and ask them questions, that would be great! (Interview)

Part Seven: *The Back-up*

If they say "no, sorry we are not looking for anyone right now."

Try "no problem, could we meet or could the person I support have a tour of your location, just to have an idea of what somewhere like that would look like and to give the individual an idea of how that type of organization/company functions?"