



HIRE TRAFFIC LIGHT CLIENT REFERRAL SYSTEM

Green Light: Comfortable referral with open dialogue about skills and client history

- Presents appropriately (*attitude, attire, etc.*)
- Strong responsivity to HIRE Coordinator
- Strong soft skills
- Provides materials as requested (*i.e. resumé, certifications*)
- Acknowledges criminal history
- Self-motivated and enthusiastic
- Positive work history
- Engaged throughout the HIRE vetting process

Yellow Light: Referral with caveats of shortcomings or challenges along with client history

- Fairly reliable regarding punctuality or attendance
- Fair responsivity to HIRE Coordinator
- Coachable soft skills
- Provides outdated/inaccurate resumé but is willing to revise
- Evasive concerning criminal history
- Lacks reliable transportation
- Questionable work history
- Moderately engaged throughout the HIRE vetting process

Red Light: No referral to business unless otherwise requested in first business contact

- Presents inappropriately (*attitude, attire, etc.*)
- Fails to be responsive or responds inappropriately to the HIRE Coordinator
- Unreliable regarding punctuality or attendance
- Lacks vision/future goals/aspirations
- Dishonest regarding criminal history
- Continues to engage in or appears willing to engage in criminal thinking or criminal behavior
- No job history, poor/inconsistent job history (*job hopping*)
- Does not engage throughout the HIRE vetting process

