



Procedures for Trailing Spouse Email Network

Companies That Desire To Participate

Companies interested in participating should contact Holly Peoples, MichiganWorks! The Job Force Board at 906-280-2441 or via email at hpeoples@jobforce.org to be added to the confidential listserv.

Participating Companies will provide name of person to contact via email with understanding that Pre-employment email notice requires 24 hour response.

When Your Company Has a Trailing Spouse

Initiating a Pre-Employment Inquiry:

Hiring company initiates an email via the network group list. The purpose of this email is to help the couple decide if their county and the Upper Peninsula will satisfy their employment needs in the foreseeable future. They should be informed that this process WILL NOT guarantee a position, it will provide them an initial networking opportunity and information on the potential of a participating company hiring someone with similar qualifications to the trailing spouse in the next 1-6 months (or the timeframe the company identifies in their response).

The email: For the pre-employment email inquiry, the subject line will be: PRE-EMPLOYMENT INQUIRY TS NETWORK (County). The initiating company should also attach a digitally formatted resume of the trailing spouse. The body of the email should include the following: PRE-EMPLOYMENT INQUIRY TS NETWORK (for work in XX County), PLEASE RESPOND WITHIN 24 HOURS (or less if necessary), DESIRED FIELD:, FULL TIME or PART TIME, RESPOND TO: (email of initiating company) and SPECIAL NOTES:.

Responding to a Pre-Employment Inquiry:

Please respond within 24 hours. Respond directly to the initiating company only. Negative responses will also be appreciated. Include the following as a minimum: FIELD:, NUMBER OF OPPORTUNITIES WITHIN THE NEXT 1-6 MONTHS (or identify your timeframe if different), FULL TIME or PART TIME, SPECIAL NOTES: (if the position is currently open, let the initiating company know if you would like to set up an appointment to talk with the trailing spouse. Please include a contact name and phone number.

Initiating a Post-Employment Inquiry:

Post-Employment inquires will mainly serve as a network opportunity and an introduction to area businesses and allows participating companies to contact the trailing spouse directly. The trailing spouse should be informed that this process will provide them an initial networking opportunity, it WILL NOT guarantee a position or interview. The hiring company will initiate in the same manner as described above. The Subject Line will be: POST-EMPLOYMENT INQUIRY TS NETWORK (county). The initiating company should include a digitally formatted resume of the trailing spouse. The body of the email should include the

following: POST-EMPLOYMENT INQUIRY TS NETWORK (for work in XX County), DESIRED FIELD:, FULL TIME or PART TIME, RESPOND TO: (trailing spouses email is desired), and SPECIAL NOTES:.

Responding to a Post-Employment Inquiry:

Please respond directly to the trailing spouse only if you would like further information or wish to set up an appointment to talk to the individual. The subject line should be: Re: POST-EMPLOYMENT INQUIRY TS NETWORK (county). There is no set format for the body of this email response.



Highlights of Trailing Spouse Program (Email Network)

- § Company's HR participates via email network
- § Local Area Specific: County by County throughout the Upper Peninsula
- § Focuses on but not limited to professional/semi-professional positions such as medical, teaching, business administrative, architecture, engineering, etc.
- § Two tiers: Pre-employment & Post-employment
- § Serves to determine: pre-employment- does any participating company foresee hiring someone 'like' trailing spouse in next 1-6 months; post-employment -serves as source of potential employers for trailing spouses
- § Allows employers to help applicant decide to relocate based on potential of job openings in next 1-6 months. Additionally, if there is a current opening, would allow companies to work together to recruit the couple.
- § Specific "Subject line", resume and email format; reply time requirements on pre-employment email
- § Employer of main spouse initiates email – responses directly back to same (pre-employment). Directly to trailing spouse for post-employment situation.