

## Working Together for Client Success

Manpower is committed to making this a positive experience for all program stakeholders. As a DVR Counselor you will be working directly with Manpower representatives to set your client up for a successful assignment. This guide is intended to help walk you through the process and point you to resources that you will be using when working with our team.

## Requesting a Work Opportunity

Before your client can be placed in a work environment and paid for their time, Manpower must verify detailed information about the job, duties, and worksite.

- Fill out the placement request form with as much detail as you can
- Email the placement request to [briana.lagasse@manpower.com](mailto:briana.lagasse@manpower.com)
- Allow 3 business days for a Manpower team member to review and authorize assignment

## Completing Employment Packet

To help ensure a timely start for your client, it is important that DVR Counselors work with their clients to accurately fill out and complete all the forms in their entirety.

- The employment packet is a great learning opportunity during this experience; getting familiar with various employment forms and why they are completed is a skill that clients will carry with them
- Documents are designed to download on demand to ensure you have the most recent version
- DVR Counselors will be responsible for verifying I9 documents in person
- Please take the time to thoroughly review the Associate Training & Policy Handbook
- You can download the complete employment packet on our website (see the QR code below)
- If you need a copy of an individual form we have provided individual documents for download as well
- Once completed, please save the employment packet with your client's name and send to [briana.lagasse@manpower.com](mailto:briana.lagasse@manpower.com)

## When to Contact Manpower

- If start or end dates/times of the assignment change
- If your client experiences a work-related injury or incident
- If your client's address or contact information changes
- If there are any issues with pay or time keeping
- If your client is asked to do something different on the job than what was originally described
- If you or your client see unsafe working conditions
- If your client is being discriminated against or harassed
- If you feel Manpower's policies are being violated

### Briana Lagasse

207-229-2194

[briana.lagasse@manpower.com](mailto:briana.lagasse@manpower.com)

### Access All Resources Online:

On our website you have access to:

- Up-to-date Employment Documents
- Frequently Asked Questions
- Prohibited Work List
- Required Employment Posters
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