

# GREATER VANCOUVER BUSINESS LEADERSHIP NETWORK



## INFORMATION FOR CASE MANAGERS

As postings come available, they are posted on our website. We forward these vacancies to you via email.

We currently have over 100 organizations/agencies who receive these.

If there are individuals who are qualified for the posting and interested in applying, they can do so directly at [www.gvbln.ca](http://www.gvbln.ca)

If a match is made we will meet with the applicant for an intake interview.

The most important aspect of our service is to ensure that these postings reach as many potential candidates with disabilities as possible.

Here are some tips to help your client be prepared for a potential job interview:

- Have an updated resume available
- Cover letter should match job applied for
- Have updated and verified references available
- Practice interview questions

## Frequently Asked Questions



**Is it a requirement that candidates complete the applications independently or can we submit online applications on their behalf?**

We understand that not all clients have access to computers. We would encourage clients to apply on their own but they can ask for assistance with this process as needed.

**Once I refer a candidate to you, how long will they wait before they receive a response?**

All candidates receive an immediate confirmation by e-mail that their applications have been received. If their qualifications match the job requirements we will contact them to set up a meeting to provide them with specific job information and prepare them for the next steps.

**We understand that clients are required to disclose the nature of their disability, how is this accomplished or handled?**

During our initial meeting with clients we request information as to the nature of their disabilities in terms of whether or not there would be any workplace accommodation required.

**What if a client is not successful in the employment situation he/she has applied for?**

Your client's resume will be kept in our database for further consideration. Clients are encouraged to look at the GVBLN website for current positions within another industry that they feel qualified for and interested in.

If you have any questions, please feel free to contact us.

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