



OUTPLACEMENT VENDOR CHECKLIST

Outplacement is a service given to individuals who have been laid off by their employers. The service may include access to career coaches, resume writers, job boards, in-person or virtual workshops, and more. There are a number of reputable outplacement providers who offer similar services, and it can be difficult to identify meaningful differences in their services.

Use the list below to ensure you select a provider that can deliver fast, flexible and effective outplacement support.

Company

FEATURES & BENEFITS		Intoo	Vendor A
Reputation	Vendor has a strong reputation and has received industry endorsements and awards	✓	
Ratings	Vendor has high satisfaction ratings from those who received service	✓	
Focus	Vendor is specialized in outplacement and has established expertise in this sensitive offering	✓	
Innovation	Vendor prioritizes new technology and program features that advance career coaching support and resources to support the individualized needs of the modern job seeker	✓	
Results	Vendor demonstrates proven success in helping candidates land faster	✓	
Cost-effective	Vendor passes along the cost-savings from technology solutions to clients to enable further investment in stabilizing your business	✓	
Flexible	Vendor has the ability to customize the program for your needs and for employees of all levels--non-exempt to CEO--and to include on-site support, extended service, and more	✓	
Extended length of service	Vendor provides adequate support that aligns with the average time needed for affected employees to find a new opportunity	✓	
Global support	Vendor can provide career transition to support your global workforce	✓	
Scale	Vendor can quickly scale to accommodate sudden workforce changes	✓	

Career Coaching

FEATURES & BENEFITS		Intoo	Vendor A
Experience	Career coaches have advanced degrees, extensive experience and accreditations	✓	
Personalized coaching	Coaches have experience with candidates of all levels, industries and functions, and provide personalized guidance based on each person's individual circumstances and interests	✓	
On-demand access to career coaches	Participants can initiate live one-on-one sessions with a career coach at their convenience, via video, talk or text chat throughout the entire program, with no session caps	✓	
Availability 7 days/week	Candidates have access to coaches when they need it	✓	
Unlimited coaching	No session or program caps to ensure that individuals get the support they need	✓	
Resume and cover letter writing and critique 7 days/week	Participants have weekend support from coaches on the tasks they need to complete in order to be prepared for every opportunity that comes their way	✓	

LinkedIn profile writing and critique 7 days/week	Participants have weekend support from coaches for critical job search activities and more	✓	
Immediate access	Candidates gain immediate access to coaches to help speed the transition -- no orientation required for the best candidate experience	✓	
Executive-level experience	Coaches have proven success in developing strategies to guide executives through the unique challenges they face	✓	
Interview practice	Vendor offers video interview practice, which candidates can share with a coach, and also allows you to conduct mock interviews with a coach over the phone or video	✓	
Alumni access	Vendor offers extended access to job seeker resources and coaches beyond the program term	✓	

Online Career Center

FEATURES & BENEFITS		Intoo	Vendor A
Resume writing	Career coaches help candidates build, edit and tailor their resumes based on their individual goals, 7 days a week	✓	
LinkedIn profile writing	Career coaches review and critique candidate's personal branding across professional and social media channels	✓	
Cover letter writing	In addition to coaches guiding individuals on how to write strong cover letters that help their applications stand out, vendor provides cover letter builders and templates	✓	
Job board with millions of postings	Participants have access to millions of jobs, with the ability to set up alerts for new postings, helping to ensure they are among the first to apply	✓	
Innovative interview practice tools	Program offers video interview practice technology, in addition to the ability to conduct mock interviews with coaches via video or phone call	✓	
Self-assessments	Program offers a variety of AI and self-paced assessments covering skill, value, style, preference discovery and more	✓	
Networking and LinkedIn strategies	Participants can jumpstart their networking activities with the help of the platform's LinkedIn integration by identifying connections at their target companies	✓	
Access	24/7 unlimited access to online career center from any device, including mobile	✓	

Implementation

FEATURES & BENEFITS		Intoo	Vendor A
Packages	Standardized packages offer value at every price point and for all employee levels from non-exempt to CEO, with the ability to further customize as needed	✓	
On-site support	Coaches can be brought on-site or provide support via webinars to ease day-of communication and education to impacted employees	✓	
Dedicated account manager	A dedicated account manager provides consultative guidance and schedules quarterly business reviews	✓	
Reporting	Vendor's technology provides on-demand access to real-time reporting dashboard	✓	
Platform stability	Vendor uses best-in-class web service provider to ensure candidate access is never interrupted	✓	

Learn how to help your employees through workforce transition. Contact us at 1-888-879-9357 to speak with an outplacement advisor today.