



# Plain Language

## Employment Assistance

*This example was created for training and is not official agency text.*

### ✘ Before

---

Once the candidate's goals are established, one or more potential employers are identified. A preliminary proposal for presentation to the employer is developed. The proposal is presented to an employer who agrees to negotiate an individualized job that meets the employment needs of the applicant and real business needs of the employer.

### ✔ After

---

Once we establish your goals, we identify one or more potential employers. We prepare a preliminary proposal to present to an employer who agrees to negotiate a job that meets both his and your employment needs.

<https://www.plainlanguage.gov/>



# Language Support

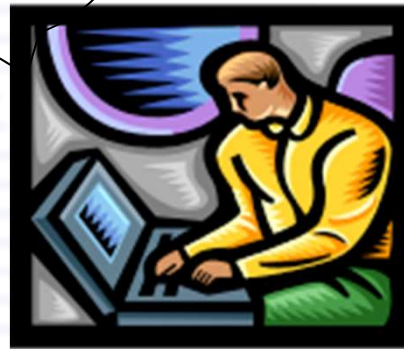
## Interpreter?

## Translator? Employee?

Spoken  
Language  
(or Sign)



Written  
Documents



- Trainings
  - Hiring Paperwork/Benefits Paperwork/Other Major HR Meetings
  - Addressing performance or other work place concerns
- Call: Compass Interpreters **315 794 9098**  
[scheduling@compassinterpreters.org](mailto:scheduling@compassinterpreters.org)

- Important Policies
- Paperwork Requiring Signature
- Safety Procedures
- Signs / Notices
- Simple Training Material

- Small Conversation
- Short Direction/Instruction
- Small Announcements
- Short Meetings
- **Caution** – Quality, Accuracy, Pay Difference, Professional Development

