



# GEORGIA DEPARTMENT OF LABOR

148 ANDREW YOUNG INTERNATIONAL BLVD., NE ♦ ATLANTA, GEORGIA 30303-1751

MARK BUTLER  
COMMISSIONER

## **Rapid Response Pre-Employer Meeting Agenda (Conference Call)** **(Draft Example)**

- I. Greetings to RCs / CC Staff / LWDA Reps. / RR Coordinator Attendees**
- II. State the Purpose of the Conference Call – Summarize the Notice Received**
- III. Partner Input -**
  - A. Gather Pertinent Information About Employer / Area / Industry**
    - 1. Inquire about prior RC relationship with/knowledge of employer**
      - Any related special recruitments active nearby
    - 2. Inquire about prior CC relationship with/knowledge of employer**
      - Any related job openings with local employers/upcoming job fairs
    - 3. Inquire about prior LWDA relationship with/knowledge of employer**
      - Summary of upcoming vendor start dates / Is OJT available
    - 4. (If Involved) Input from economic development & training representative**
  - B. Provide employee demographics received – if any (age, positions, length of service, etc.)**
  - C. Ask about potential negative impacts on nearby entities, suppliers, etc.**
  - D. Determine available date(s)/time(s) of proposed employer meeting**
- IV. Time for Questions and Answers**
- V. Close Meeting with Promise to Forward Invitation to Employer Meeting**