



MESSAGE TO SEPARATING EMPLOYEE:

"We have engaged ICC to provide you with career transition services. They will assist you in your search for a new position. Career Transition coaching is a confidential service provided to you by professional career consultants and includes components such as assistance in constructing a resume or applying for jobs online, updating your LinkedIn profile, interview preparation, accountability and encouragement during the transition, and introduction to helpful tools and resources. Also, if you are exploring a non-traditional job search, they can also support you with a career change, retirement or entrepreneurial coaching."

"ICC will be calling you in the next few days with further information. I highly encourage you to meet with them and listen to all of the resources they have to support your search. Good luck to you in your future endeavors."

ICC: OUTPLACEMENT PROCESS

1. Submit your separating employees' contact information via our [Outplacement Employee Engagement Form](#).
2. You can also access the web-based submission form directly on the ICC website www.InnovateICC.com under "Client Access." The password is ICCAdmin.
3. ICC confirms receipt of separating employee(s) information with keystakeholder.
4. ICC reaches out to the separating employee within 24 hours, unless noted on the form to wait.
5. Employee is immediately scheduled to start services with an ICC coach.
6. After conducting the initial Orientation Meeting between the separated employee and the ICC Coach, ICC generates an invoice for the employee's career transition program accompanied by an Orientation Report.
7. ICC strives to capture career transition program satisfaction results at the end of each outplacement program. We share this feedback with our clients as it is received and additionally, conduct year-end meetings to do a full outplacement review. Our clients also have access to a client dashboard to see real-time usage and aggregate satisfaction results.