



## **What Is A Transitional Employment Placement (TEP)?**

**An opportunity for individuals, who traditionally face multiple barriers to employment, to have a successful employment experience.**

### **Elements of a TEP:**

- A part-time, paid, entry-level position(s).
- Individuals work in a position for six months each, followed by another member, who works in that same position.
- Employers pay the same rate that they pay others to do the same job.
- Job Coaches learn the job, match the client to the job, train the client and guarantee coverage for the job.

### **How Does a TEP Benefit Employers?**

- Saves advertising, training and interviewing costs.
- Job Coaches are provided at no cost to the employer.
- Helps manage entry-level jobs and high turnover.
- Can divide a full-time job into two or three part-time ones.
- Avoid gaps in productivity; the Job Coach coordinates the change from one worker completing a TEP, to a new TEP worker and guarantees coverage.

### **What Are Some Common TEP Positions?**

- File Clerk and Office Assistant
- Lot attendant
- Stock Clerk or Warehouse Worker
- Messenger and Mailroom Worker
- Receptionist and Greeter
- Custodial work
- Food Service Worker, dishwashing, serving and bussing
- Mail Courier

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