

Client Appointment Reminders

- We see clients **only** on Mondays, Tuesdays, Wednesdays, and Thursdays. Appointment times vary by day, but are generally available between 9:30 am and 3:30 pm. Clients may also be scheduled for appointments on select Tuesday and Wednesday evenings at 6:00 pm and 6:30 pm. Clients can expect to spend 1 ½ - 2 hours at each appointment. **We do not see clients on Fridays or weekends.**
- **Bottomless Closet works with all clients who identify as women, or who identify as non-binary but feel comfortable wearing women's clothing.**
- **Types of Appointments:**
 - Pre interview or job fair appointment: for clients who have a scheduled upcoming job fair or job interview. Includes professional attire, resume review/editing, and interview coaching. **Must take place prior to the job fair or interview- please keep this in mind when sending referrals.**
 - Post hire appointment: for clients who have recently been hired for a new position. Includes professional attire and job readiness and retention coaching.
 - Internship appointment: for clients who are participating in **paid** internship programs. Includes professional attire, resume review/editing, and interview coaching. Can occur before an interview, or once a client has begun the internship.
- **Once a client has gotten a job, they may return for a post-hire visit to receive up to 3 additional work appropriate outfits.** This appointment may be arranged through the referral organization agency or directly through the client.
- If a client cannot make their appointment, they should call Bottomless Closet as soon as possible. We are happy to reschedule cancellations given with notice.
- Clients should arrive no more than fifteen minutes before or after scheduled appointments. Those arriving more than fifteen minutes earlier will be asked to come back at the appropriate time. **Those arriving later may be rescheduled for a different date if we are unable to accommodate them at the time.**
- **We do not allow clients to bring guests or children to the appointment, unless the client has spoken with Bottomless Closet and their referral agency about their need for a translator or aide to assist.** Clients who bring unauthorized guests will be asked to reschedule.
- Organizations for men with a mission similar to that of Bottomless Closet are Career Gear (careergear.org) and That Suits You (thatsuitsyou.org).

Scheduling an Appointment

1. **Complete** the relevant referral form (reference previous page for details).
2. **E-mail the form and your client's resume** to Alyssa Rose at arose@bottomlessclosetnyc.org. If you are unable to email the request, you may fax it to 646-355-0176 (**please do not fax resumes**).
3. A Bottomless Closet representative will contact the client directly to schedule an appointment date and time. You may also call Alyssa directly immediately after sending the request if your client needs an immediate (same day) appointment.
4. Once an appointment has been set, you will be copied on the confirmation email that is sent to your client. This email will include the date and time of the appointment.
5. **Please remember to forward your client's resume to Alyssa at arose@bottomlessclosetnyc.org before the appointment. You may also have the client send it directly.** Resume review is an important part of our pre interview appointments and having the resume at least 24 hours in advance helps ensure that our process runs smoothly.

If you have any questions or concerns, please contact:

Alyssa Rose
Program Coordinator
arose@bottomlessclosetnyc.org
212-563-2146