

Client Appointment Reminders

- We see clients **only** on Mondays, Tuesdays, Wednesdays, and Thursdays. Appointments run from 10:30 am – 3:30 pm during the day. Clients may also be scheduled for appointments on alternating 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.**
- **Only clients who have a scheduled job interview or are going to a job fair and have a resume should be referred for pre-interview appointments.**
- **Once a client has gotten her job, she 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. **An agency may also refer new clients who have obtained employment for a post-hire visit, but have not been to Bottomless Closet prior to the interview.**
- If a client cannot make her appointment, she should call Bottomless Closet as soon as possible. We are happy to reschedule cancellations given with notice. **If a client does not provide adequate notice that she cannot make her appointment on three occasions, we will not reschedule the appointment a fourth time.**
- No shows and tardiness make it very difficult to run an organization staffed primarily with volunteers. **Please do all you can to ensure your clients arrive to their appointments on time.**
- 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 her referral agency about her need for a translator or aide to assist. Clients who bring unauthorized guests will be asked to reschedule.
- For more information on Bottomless Closet, please see our website at www.bottomlessclosetnyc.org.
- The organization for men with a mission similar to that of Bottomless Closet is Career Gear (careergear.org) and That Suits You (thatsuitsyou.org).



Scheduling an Appointment

1. **Complete** the Pre-Interview/Job Fair Appointment Request Form or the Post-Employment Request Form depending on whether the client is attending an interview/job fair or has obtained employment.
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. If you have a preferred date and time, please include this information in your e-mail or on the appointment request form and we will do our best to accommodate your client.
5. 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.
6. 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.

If you have any questions or concerns, please contact:

Alyssa Rose
Program Coordinator
arose@bottomlessclosetnyc.org
212-563-2146
212-563-2499 x. 18