

TO: Workforce Investment Board

DATE: 11/12/09

FROM: Executive Committee

For Action

For Information

For Discussion

SUBJECT: Work Readiness Definition Approval

PROPOSED MOTION(S): Ratify the Executive Committee's decision to approve the recommendation from the Youth Council regarding Work Readiness for ARRA youth, ages 14-24.

DISCUSSION: The American Recovery and Reinvestment Act of 2009 (ARRA) states the work readiness indicator will be the only indicator used for youth that participate in "summer employment" only and will assess the effectiveness of summer employment. When setting work readiness goals, local areas should follow the definition for a work readiness skill goal as specified in TEGL No. 17-05, Attachment B definition of Key Terms found at http://wdr.doleta.gov/directives/attach/TEGL17-05_AttachB.pdf as stated below:

Work Readiness Skills Goal – A measurable increase in work readiness skills including world-of-work awareness, labor market knowledge, occupational information, values clarification and personal understanding, career planning and decision making, and job search techniques (resumes, interviews, applications, and follow-up letters). They also encompass survival/daily living skills such as using the phone, telling time, shopping, renting an apartment, opening a bank account, and using public transportation. They also include positive work habits, attitudes, and behaviors such as punctuality, regular attendance, presenting a neat appearance, getting along and working well with others, exhibiting good conduct, following instructions and completing tasks, accepting constructive criticism from supervisors and coworkers, showing initiative and reliability, and assuming the responsibilities involved in maintaining a job. This category also entails developing motivation and adaptability, obtaining effective coping and problem-solving skills, and acquiring an improved self-image.

On April 15, 2009, a Youth Council Workgroup discussed Work Readiness Goals for participants under the ARRA summer youth employment projects (YOP, Empower and 18-24 year old youth) and recommended to utilize any combination of the eight options detailed below:

1. "It's all about Me" – A Career Decision Making Process: Participant will learn – World of Work, interest skills inventories, personal understanding, financial needs assessment and complete a Career Action Plan.
2. Employability Portfolio: Participant will complete an application, cover letter, and resume or pre- and post-testing that would demonstrate acquired knowledge regarding applications, cover letters and resumes.
3. Attendance data as a measurement of work readiness.
4. Utilizing employer evaluations to determine work habits, ethics and initiative.
5. Thrive and Survive in the Workplace Certificate, to include but not limited to the following areas: Successful completion of Work Life Course, or "The Real Game" exploration tool.
6. Letter of Recommendation from supervisor(s).
7. Completion of Career Portfolio.
8. Employment Preparation or Employment.

Additionally, feedback from local employer focus groups recommended the above-mentioned "soft" skills be provided to youth.

ATTACHMENT(S): N/A