

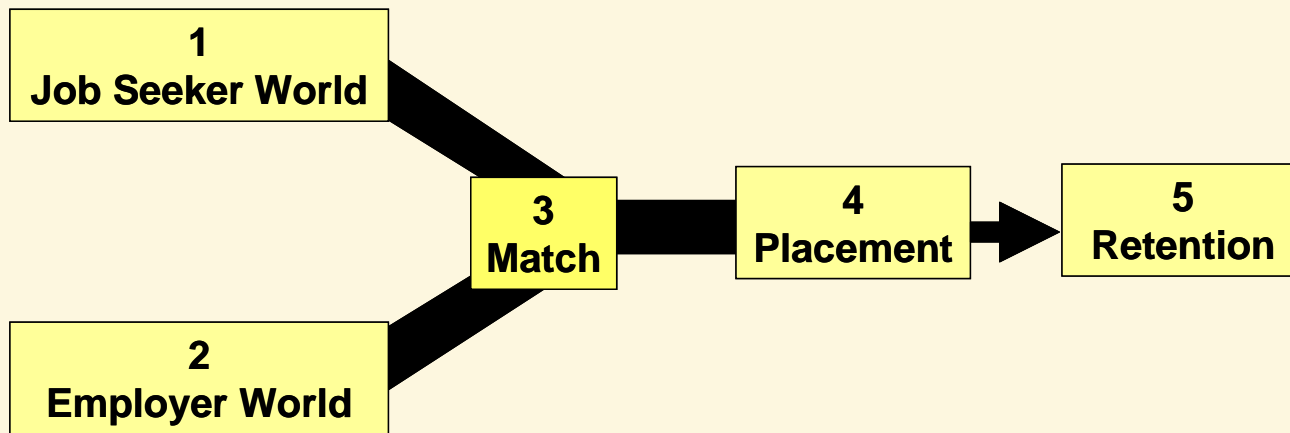


Practical Strategies for Assessing Job Seekers for Employment

September 12, 2012

- The Service Model must include emphasis on assessment of job seekers and employer needs.
- Without an equal emphasis on both placement efforts are not successful.
- Five major components to insure successful placement.

Service Delivery Model



Assessment of Job Seeker Skills & Employer Needs

- The Service Model must include emphasis on assessment of job seeker skills and abilities and employer needs
- Without an equal emphasis on both, placement efforts are not successful... resulting in poor retention and loss of employers who are not satisfied with our services.



Employability



- **Job Seeker**
 - ◆ **Strengths and barriers**
 - ◆ **Skills** (including identifying transferable skills) **for a variety of occupations**
 - ◆ **Retention issues that must be addressed before employment**

What?

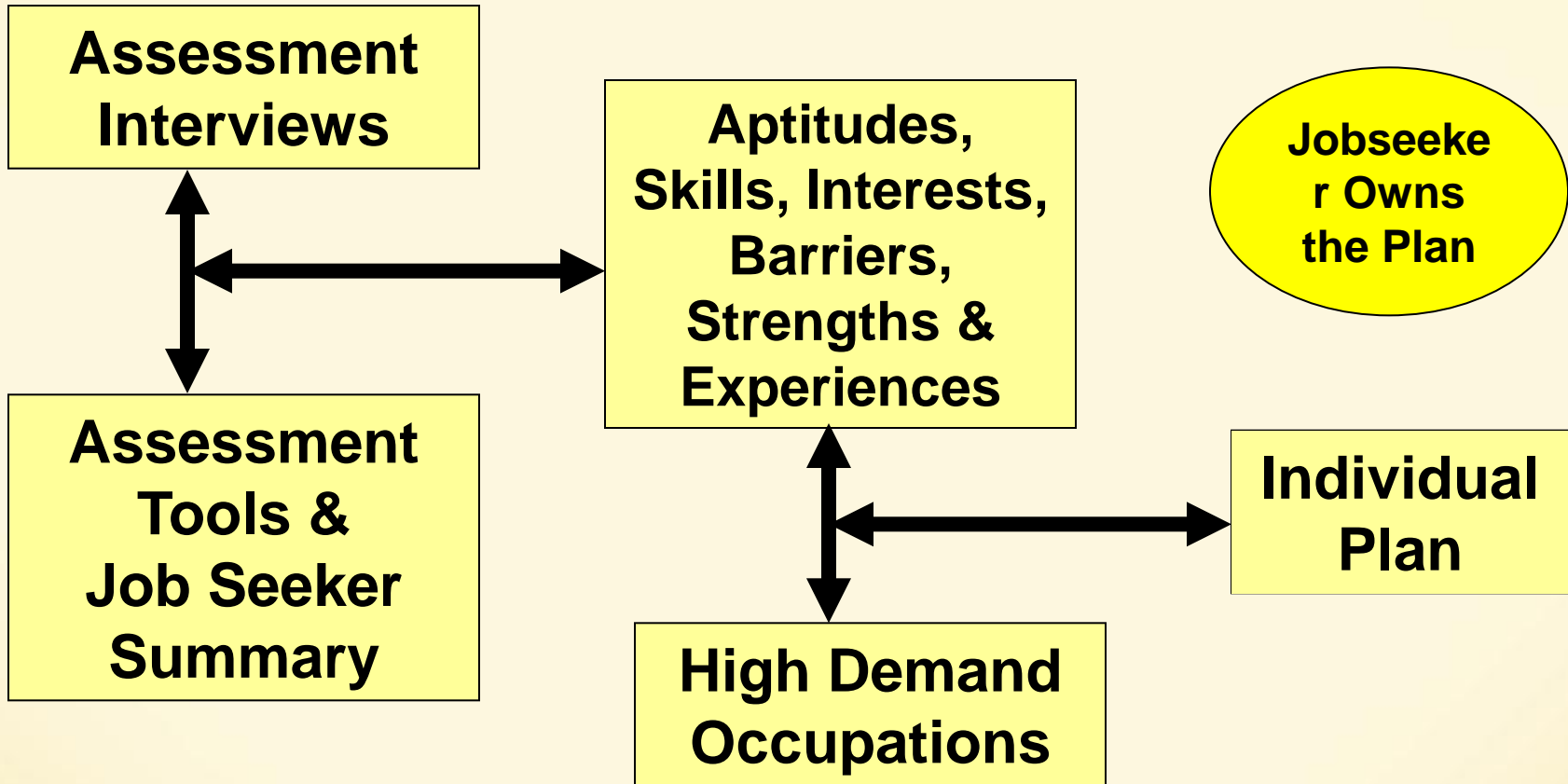
- LMI data to understand trending
- Concrete job specifications for particular jobs, including “must haves” and “deal breakers”
- Workforce issues costing them “time and money”

How?

- Hosting focus groups
- Taking detailed job orders
- Surveying local employers

- **Myriad of tools to assess job seeker skills, interests and abilities.**
- **Less effective tools to determine whether job seeker is ready to be placed in front of an employer.**
- **Job orders are weak in specificity necessary to describe exactly what an employer is looking for.**

Assessment & Planning Flow Chart



- It is critical that every project have a complete picture and understanding of their job seeker base in order to be strategic in identifying appropriate employers.
- Knowing your inventory allows for more rapid attachment to targeted employers or it helps you to identify the additional skills and education that high demand occupations will require.

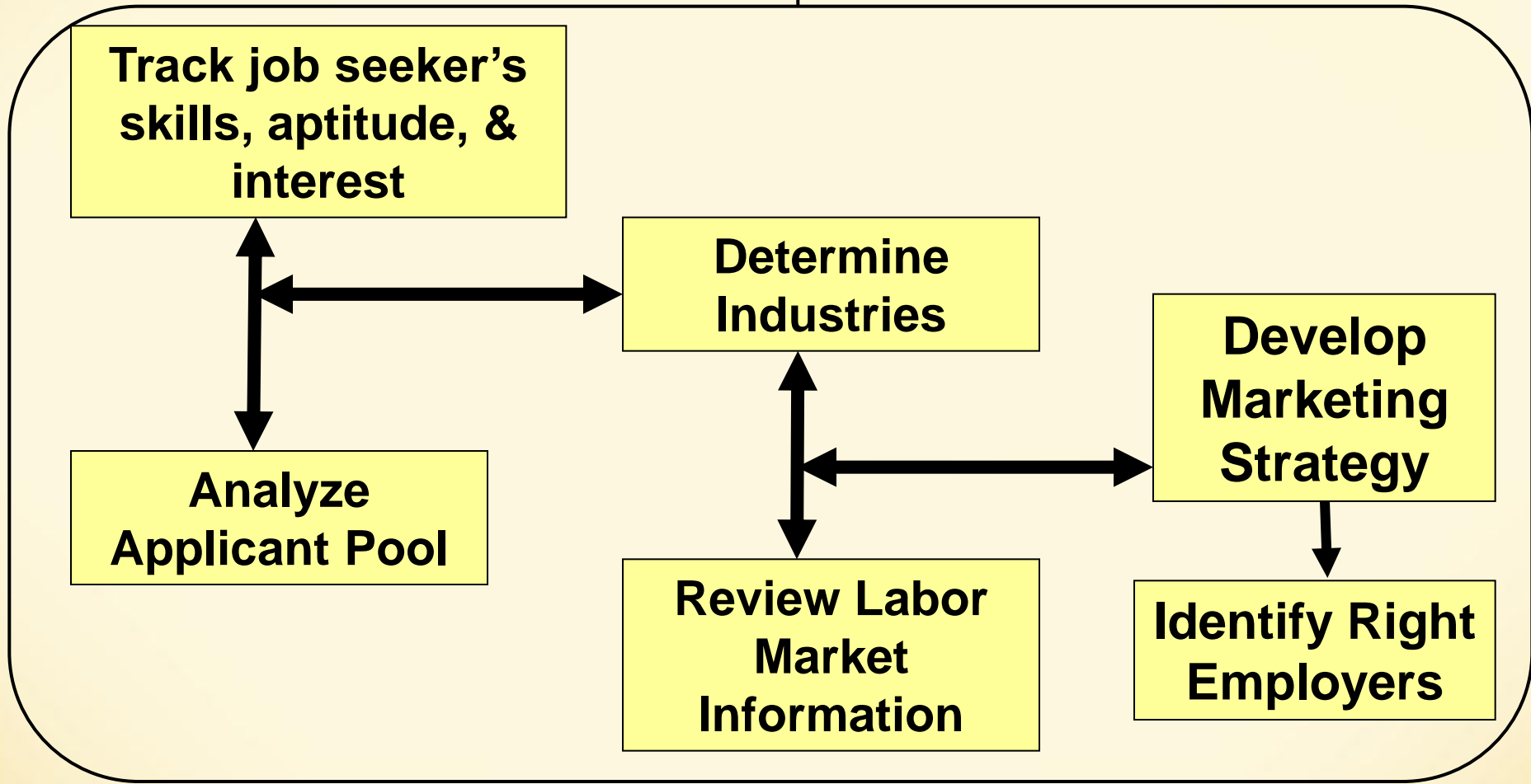
- **Job Seeker Assessment Summary**
 - ◆ Demographics such as address, phone (home and cell), e-mail address
 - ◆ Previous experience relating to occupations they are interested in
 - ◆ Education & other credentials
 - ◆ Top Skill sets

- Summary of all assessment info
- Full or part-time and wage expectations
- Available work days
- Employment criteria such as driver's license, own tools, able to pass medical exam, references, criminal background, able to pass drug test, bondable, clean driving record, transportation
- Computer knowledge, other relevant employment info, medical limitations

Elements such as:

- Paper & electronic resume based on targeted industry
- Master application complete
- Able to answer top 10 interview questions
- Appropriate Social Media Tools
- Primary & secondary child care & transportation

Development of Targeted Marketing Strategy



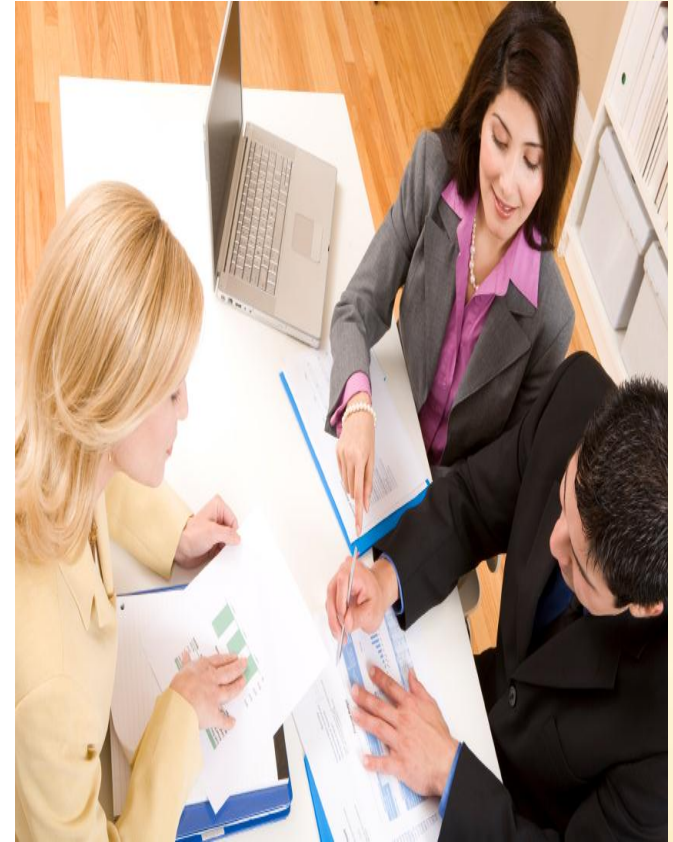
Matching to Right Employers



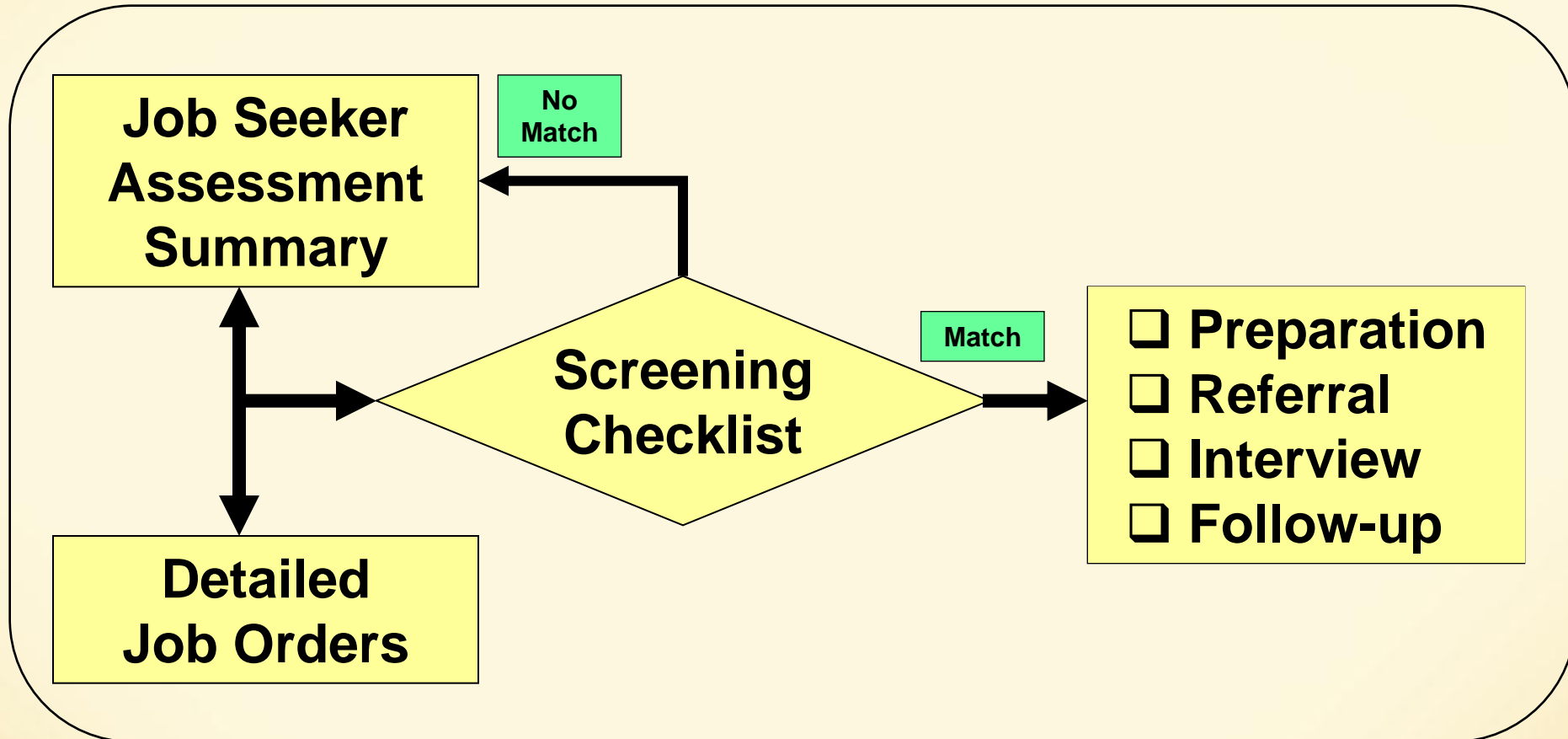
Critical Components of a Good Job Order for Matching



- Number of openings
- Number requested to interview
- Method preferred to received information
- What specific skills are required
- Particular hours and days required
- Education requirements i.e. GED
- Salary range
- Health coverage
- Required certification
- Required work tools



The “Right” Match Process



Retention & Career Enhancement

