

Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

OPERATIONAL DIRECTIVE

FRWDB OD # 04-17, Revision B

Date Released: June 21, 2021

To: All Fresno Regional Workforce Development Board Providers of Services

From: Blake Konczal, Executive Director

Effective Date: June 21, 2021

Subject: Job Ready Preparation Process

Applicable Program: Adult, Dislocated Worker and Young Adults

Revision History: Initial Release – 7/11/17

This Revision B adds the Digital Case File process.

This Operational Directive (OD) references: OD 12-15, WIOA Adult Customer Flow; OD17-18 Adult Assessment Requirements; OD 07-17, Interview Preparation Workshop; OD 05-17, Job Readiness Workshop; OD 16-18, Youth Assessment, OD 11-17 WIOA Youth Program Flow (out of school: 18-24) and OD 13-15, WIOA Youth Program Flow (In-School Youth 14-21 and Out of School Youth 16-18).

The Fresno Regional Workforce Development Board (FRWDB) Job Ready Preparation Process ensures that all participants are properly prepared for the world of work by meeting work ready requirements for their occupational goal.

The Employment Readiness Specialist (ERS)/ Academic and Career Advisor (ACA) will work with the participant to reinforce the value of the Job Ready Process; and discuss the commitment required from participant to become Job Ready.

Job Ready Preparation Process Flow Requirements:

- Timeline for completing the Job Ready preparation process:
 - Participants have 6 months after they complete their WorkKeys[®] assessments to complete the Job Ready preparation process. If the participant has not completed the Job Ready process within the 6 months period, a waiver must be submitted to request additional time needed to address barriers affecting their success.
 - **Exception:** In-School Youth have until 9 months after they complete their WorkKeys[®] assessments to complete the Job Ready preparation process. After nine months, the barriers to success must be addressed or the youth exited from the program by the end of the following quarter.

- Any waiver request to extend a participant's Job Ready preparation process must include details as to why they have not achieved Job Ready within the required timeframe, why the participant would benefit from the extension, and what the ERS/ACA and participant are going to do differently to ensure success. Actions to be taken must also be documented in the IEP/ISS.
- ERS/ACAs are required to review progress of participant at a minimum every thirty days during the IEP/ISS review process. The IEP/ISS must be updated to include job ready progress and activities.
- Mandated Job Ready Preparation Activities:
 - Job Readiness Workshop
 - Career Assessments (WorkKeys® and O*net)
 - Activities to address any barriers to employment
 - Additional soft skills training
 - Basic Skills/WorkKeys® Remediation
 - Skills Upgrading and Retaining
 - Interview Preparation Workshop
 - Mock Interview (Form# JOB-005)
 - Portfolio
 - Binder Cover Sheet
 - Portfolio Checklist
 - Cover Letter
 - Resume
 - Master Job Application Forms
 - Copies of any certifications/Licenses i.e. HS diploma, Vocational Certifications
 - Interview questions
 - Job Ready Checklist
 - Job Ready Interview
- When the participant has completed all of the mandated Job Ready activities the ERS/ACA completes Section I of the Job Ready Checklist (JOB-003). If all criteria in Section I is met, the ERS/ACA schedules the Job Ready Interview.
- Job Ready Interview.
 - Provider staff conducts Job Ready Interview and completes all sections of the Job Ready Checklist.
 - If participant meets all minimum requirements outlined in the Job Ready Checklist they are referred to job placement services.
 - If participant does not meet minimum requirements as specified in the Job Ready Checklist, it must be documented in the Participant's case notes. Any additional services actions and timeline to correct the deficiencies are to be documented in the Participant's IEP/ISS.
- If the participant is enrolled in training at any point during the process, the clock stops. The ERS/ACA must evaluate the participant for Job Ready Criteria within two weeks of completion of training (see OD 12-15, WIOA Adult Customer Flow/ OD) and OD 11-17, WIOA Youth Program Flow (Out- of-School ages 18-24) and OD 13-15 (In-school Youth 14-21 & Out of School Youth 16-18) for youth.

Digital Case File Naming Convention/Upload Process

All documents/forms must be uploaded to CalJOBS in the Document (staff) section and labeled accordingly under the "Document Tags" field (Keywords that will be indexed with the attachment) in CalJOBS.

The digital case file standard as described below includes the naming convention of all documents uploaded to CalJOBS. Provider staff must use the digital case file naming convention for documents as follows:

- Utilizing the CalJOBS Case Management System in the Document (staff) section
- Upload/Scan a document
- Input Document Tag name below that is in **bolded underline text**:

Job Ready Preparation/ (Insert Document Tag Name Below):

- Job Ready Workshop Evaluation
- Interview Preparation Workshop Certificate
- Job Ready Mock Interview
- Job Ready Checklist

See Process Flow on Page 4.

Please address any questions to the FRWDB Adult Program Manager or Young Adult Program Coordinator, as appropriate.

Forms

JOB-005 – Job Ready Mock Interview

JOB-003 – Job Ready Checklist

