

# Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

## OPERATIONAL DIRECTIVE

**FRWDB OD # 14-21**

**Date Released: July 14, 2021**

**To: All Fresno Regional Workforce Development Board Providers of Services**

**From: Blake Konczal, Executive Director**

**Effective Date: July 14, 2021**

**Subject: Youth Job Ready Preparation Process**

**Applicable Program: Youth**

**Revision History: Initial Release**

This Operational Directive (OD) supersedes OD 04-17, Job Ready Preparation Process.

This OD references the following: OD 07-17, Interview Preparation Workshop and OD 05-17, Job Readiness Workshop

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 career and occupational goals.

The 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 overcome barriers to education, training, and employment.

### **Job Ready Preparation Process Flow Requirements:**

- Timeline for completing the Job Ready preparation process:
  - Out of school participants have six (6) months after they complete their WorkKeys<sup>®</sup> 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.
  - In-School participants have nine (9) months after they complete their WorkKeys<sup>®</sup> assessments to complete the Job Ready preparation process. After nine (9) months, the barriers to success must be addressed or the participant 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 ACA and participant are going to do differently to ensure success. Actions to be taken must also be documented in the OA/ISS.

- ACAs are required to review the participant's progress of at a minimum every thirty (30) days during the OA/ISS review process. The ISS must be updated to include job ready progress and activities.
- Mandated Job Ready Preparation Activities:
  - Job Readiness Workshop (OD 05-17)
  - Career Assessments (WorkKeys® and O\*net)
  - Activities to address any barriers to employment
    - **LinkedIn Learning [NOT YET AVAILABLE]**
    - Basic Skills/WorkKeys® Remediation
    - Skills Upgrading and Retaining
  - Interview Preparation Workshop (OD 07-17)
  - 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 (Form# JOB-003)
- When the participant has completed all of the mandated Job Ready activities the ACA completes Section I of the Job Ready Checklist. If all criteria in Section I is met, the ACA schedules the Job Ready Interview.
- If the participant is enrolled in training at any point during the process, the clock stops (out of school youth only). The ACA must evaluate the participant for Job Ready Criteria within two weeks of completion of training (see WIOA Youth Program Flow (Out- of-School ages 18-24).
- 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 the for-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 OA/ISS.

### **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):**

- J R 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 Young Adult Program Coordinator.

**Forms**

JOB-005, Job Ready Mock Interview  
JOB-003, Job Ready Checklist

