

# Fresno Regional Workforce Development Board

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Blake Konczal, Executive Director

## OPERATIONAL DIRECTIVE

**FRWDB OD # 17-21**

**Date Released: July 29, 2021**

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

**From: Blake Konczal, Executive Director**

**Effective Date: July 29, 2021**

**Subject: Adult Job Ready Preparation Process**

**Applicable Program: Adult, Dislocated Worker**

**Revision History: Initial Release**

This Operational Directive supersedes OD 04-17, Job Ready Preparation 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; and OD 15-21, BSC Job Placement Services.

The Fresno Regional Workforce Development Board (FRWDB) Adult 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) 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.
  - 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 and participant are going to do differently to ensure success. Actions to be taken must also be documented in the OA/IEP.

- ERSs are required to review progress of participant at a minimum every thirty days during the OA/IEP review process. The OA/IEP 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
    - LinkedIn Learning
    - 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 completes Section I of the Job Ready Checklist (JOB-003). If all criteria in Section I is met, the ERS 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 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/IEP.
  - If the participant meets all minimum requirements outlined in the Job Ready Checklist they are referred to the FRWDB BSC for job placement services.
- Once the provider staff has determined the participant is Job Ready they must enter the participant into the I-Train Candidate Profile. (See OD 15-21).

### **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
- Waiver

See Process Flow below.

Please address any questions to the FRWDB Adult Program Manager.

**Forms**

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

**Process Flow**

