**SCREENING ASSESSMENT PLANNING TOOL**



**INTRODUCTION**

**Candidate Selection and Participant Intake and Assessment Planning Tool**

**The objective of candidate screening/selection is:**

* Identify and enroll individuals from your target population who (with support) are likely to be able to benefit from and successfully complete your program

**The objectives of participant intake/assessment are:**

For **each individual** you enroll in the program:

* Identify their goals, assets and skill development needs
* Identify their potential challenges so success
* Develop an initial plan to leverage assets, build skills, address challenges and attain goals

**This tool is designed to help you plan and manage your screening and assessment activities through 5 phases:**

**Step 1** → Develop Candidate Screening/Selection Criteria

**Step 2** → Develop Candidate Screening/Selection Methodology

**Step 3** → Develop Candidate Screening/Selection Management Plan

**Step 4** → Develop Participant Intake/Assessment Methodology

**Step 5** → Develop Participant Intake/Assessment Management Plan

**STEP 1**

**Develop Candidate Screening and Selection Criteria**

**Review job postings and job descriptions for your target occupation and consult with your partner employers.**

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| **QUESTIONS** | **ANSWER HERE** |
| What are non-negotiable hiring requirements that you would NOT be able to address in the program?  These might include:   * No criminal record or no record of conviction for a specific type of criminal offense * Driver’s License * 1-year incident-free driving history * No current marijuana use * No current use of specific substances * Specific strength/agility * Vaccination status (some health care occupations and human service occupations require specific vaccinations) * Other? |  |
| In addition to the non-negotiable hiring requirements you identified above, what are the criteria by which you will determine whether candidates are likely to be able to benefit from and complete your program?  These might include:   * Specific literacy or numeracy levels needed to participate fully in instruction and skill building * English language proficiency level needed to participate fully in instruction and skill building * Sobriety * Interest in and commitment to working in the target occupation * Readiness and commitment to participating fully in all program components, including case management and support services * Level of educational attainment * Specific certificate * Other? |  |
| In the original doc, there is section that reads, “Are there any criteria that are specific to the funding source for your program? For example:   * Income threshold * U.S. work authorization * Other? |  |
| Review your list of criteria. Are you sure these are all essential? Are there any that you can address in the program? Eliminate any that are non-essential. |  |

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| **QUESTIONS** | **ANSWER HERE** |
| Review your list of criteria. Are you sure these are all essential? Are there any that you can address in the program? Eliminate any that are non-essential. |  |
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**STEP 2**

**Develop Candidate Screening/Selection Methodology**

**What methods will you use to assess candidates’ fit with your screening criteria? Some methods might be:**

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| **QUESTIONS** | **LIST EACH SCREENING/ SELECTION CRITERION IDENTIFIED IN STEP 1** | **SCREENING/ SELECTION METHODOLOGY** |
| What methods will you use to assess candidates’ fit with your screening criteria? Some methods might be:   * TABE Tests (literacy, numeracy) * Accuplacer (college readiness) * TORQ (transferable skills) * ACT WorkKeys Career Readiness Assessments * Interview (consider more than 1 interview or interview plus orientation to assess candidates’ commitment and interest) * Review work history * Review education transcripts * Recommendation/reference * Physical/agility strength test * Review vaccination records * Review CORI * Drug test * Review RMV driving record report * Review driver’s license * Review U.S. work authorization documents * Review tax records or other income documentation * Other? |  |  |

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| **QUESTIONS** | **METHOD YOUR ORGANIZATION DOES NOT HAVE THE CAPACITY TO ADMINISTER** | **ORGANIZATION YOU WILL PARTNER WITH TO ADMINISTER IT** |
| Are there any methods you plan to use for which you don’t have the capacity/expertise in-house? Some of these might be:   * TABE Tests (literacy, numeracy) * Accuplacer (college readiness) * TORQ (transferable skills) * ACT WorkKeys Career Readiness Assessments * Physical/agility strength test * CORI * Drug test * Other? |  |  |
| If so, what organization will you partner with to conduct these assessments? |  |  |

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| **QUESTIONS** | **ANSWER HERE** |
| Who will be involved in making the selection decision?   * Program staff only? * Will your employer partners be involved? * If you have an external training provider partner, will they be involved? * Anyone else? |  |
| How will you assure that your methodology and criteria do not introduce cultural bias? |  |
| Will you provide a next step for individuals who participate in screening activities but are **NOT** accepted into the program? If so, what is it? |  |

**STEP 3**

**Develop Your Candidate Screening/Selection Management Plan**

**Develop a screening/selection schedule**

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| **QUESTIONS** | **ANSWER HERE** |
| When will you begin screening/selection activities? |  |
| Work backward from your planned program start date(s). How much lead time do you need to conduct interviewing, screening and selection activities? |  |
| How many seats do you have in each cycle of your program? |  |
| How many individuals will you need to engage with during the screening/selection phase to fill the seats? |  |

**Develop a Data Collection and Analysis Plan. Remember, the objective of candidate screening/selection is:**

* Identify and enroll individuals from your target population who (with support) are likely to be able to benefit from and successfully complete your program.

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| **QUESTIONS** | **ANSWER HERE** |
| What information would help you to assess the effectiveness of your screening/selection approach? Some possible elements are:   * Completion, placement and placement retention rates of program participants * Demographic information about program applicants as compared to individuals you select for the program * Other? |  |
| What information would it be helpful to have recorded about each person you screen as a candidate for the program? |  |
| What information would it be helpful to have recorded about each person you enrolled in the program? |  |
| What information do your funders require you to have about each person you enroll in the program? |  |
| How will you get this information? What methodology will you use to record the information? A spreadsheet? A database? |  |
| How will you ensure that individuals’ confidential data are protected? |  |
| When will you review the data? After the screening/selection phase period has ended? After the program cycle has ended? |  |

**Develop a Staffing Plan**

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| **QUESTIONS** | **INTERNAL STAFF** | **EXTERNAL STAFF** |
| Overall Screening/Selection Management: Who in your organization will have overall responsibility for managing applicant screening and selection? |  |  |
| Will anyone else in your organization be involved in applicant screening and selection? |  |  |
| If you will be partnering with an external agency to conduct any aspect of applicant screening and selection, what is the name of the individual at the agency you will be working with? |  |  |
| Will anyone else from outside your organization be involved in applicant screening and selection? If so what is/are their name(s) and organization(s)? |  |  |
| Screening/Selection Data Collection: Who in your organization will be responsible for developing your data collection methodology and maintaining your screening/selection data? |  |  |
| Screening/Selection Data Analysis: Who in your organization will be responsible for analyzing the data to assess the effectiveness of your screening/selection processes? |  |  |

**Develop a Screening/Selection Resource Plan/Budget**

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| **QUESTIONS** | **ANSWER HERE** |
| For internal staff identified in your screening/selection staffing plan outlined above: What is your projected level of effort (in FTEs over the entire period of your program) and salary and benefit cost? |  |
| Will there be contractual costs associated with external staff identified in your screening/selection plan outlined above? If so, what is the projected cost? |  |
| What are the projected costs associated with your screening/selection process (testing fees, other)? |  |
| Other than staff, are there costs associated with your data collection and analysis plan (database subscriptions, other)? If so, what is the projected cost? |  |

**STEP 4**

**Develop Participant Intake/Assessment Methodology**

**Develop a Screening/Selection Resource Plan/Budget**

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| **QUESTIONS** | **ANSWER HERE** |
| What information about each participant do you need to be able to work with them to develop their individualized training and employment plan? Some possible elements are:   * Goals for participating in the program, including career goals * Transferable skills from prior work and/or life experience * Prior certifications/licenses that are relevant to their career goals * Personal/professional assets that will help them succeed in the program and in achieving their goals * Other assets (such as family support or other community support network) * Public benefits the participant is currently accessing * Support services needs * Work readiness skill development needs * Technical skill development needs * Literacy, numeracy or English-language skill development needs * Certification/license requirements for target occupation * Work experience/work history development needs * Other? |  |
| What information will each participant already have shared in the screening and selection process that is relevant to their training and employment plan? |  |
| What specific components will you include in each participant’s individualized training and employment plan? Some possible components are:   * Goals for participating in the program, including career goals and near-term occupational target * Personal/professional assets, transferable skills * Work readiness skill development plan * Technical skill development plan * Literacy, numeracy or English-language skill development plan * Certification/license attainment plan * Work experience development plan * Support services plan * Public benefits access and transition plan * Job search skill development plan * Job placement plan * Role/commitment of the participant * Role/commitment of your organization and possibly specific staff in your organization * Other? |  |
| What is the process you will use to work with each participant to develop their individualized training and employment plan? |  |
| What role will the participant play in the process? |  |
| What role will your organization’s staff play in the process? |  |
| Will an external partner organization play a role in the process? If so, what is the role? |  |
| How will you ensure that the individualized training and employment plan is driven by each participant’s goals rather than your organization’s goals for them? |  |
| How will you ensure that your organization and the participant have shared accountability for carrying out the plan? |  |
| How will your organization’s staff and the participant work together to establish progress benchmarks and dates? |  |

**STEP 5**

**Develop Your Participant Intake/Assessment Management Plan**

**Develop an intake/assessment schedule:**

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| **QUESTIONS** | **ANSWER HERE** |
| When will you begin intake/assessment activities? |  |
| Work backward from your program start date(s). How much lead time do you need to work with each participant to develop an individualized training and employment plan? |  |

**Develop a Data Collection and Analysis Plan. Remember, the objectives of participant intake/assessment are, for each individual you enroll in the program:**

* Identify their goals, assets and skill development needs
* Identify their potential challenges to success
* Develop an initial plan to leverage assets, build skills, address challenges and attain goals

**Intake/Assessment Data**

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| **QUESTIONS** | **ANSWER HERE** |
| How will you record each participant’s individualized training and employment plan? A database? A document? How will you ensure that it can be shared with the participant and with relevant staff? How will you ensure that the participant’s confidential data are protected? How will you ensure that it can be updated and revised as the participant meets progress benchmarks or circumstances change? |  |
| What information would help you to assess the effectiveness of your intake/assessment process? Some possible elements are:   * Completion, placement and retention rates of program participants * Demographic information about all program participants as compared to participants who complete the program or participants who secure and/or retain employment * Other? |  |
| When will you review the data to assess effectiveness? After the program cycle has ended? |  |

**Develop a Staffing Plan**

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| **QUESTIONS** | **INTERNAL STAFF** | **EXTERNAL STAFF** |
| Overall Intake/Assessment Management: Who in your organization will have overall responsibility for managing participant intake/assessment? |  |  |
| Will anyone else in your organization be involved in participant intake/assessment? |  |  |
| If you will be partnering with an external agency to conduct any aspect of applicant intake and assessment, what is the name of the individual at the agency you will be working with? |  |  |
| Intake/Assessment Data Collection: Who in your organization will be responsible for developing your data collection methodology and maintaining your intake/assessment data? |  |  |
| Intake/Assessment Data Analysis: Who in your organization will be responsible for analyzing the data to assess the effectiveness of your intake/assessment processes? |  |  |

**Develop an Intake/Assessment Resource Plan/Budget**

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| **QUESTIONS** | **ANSWER HERE** |
| For internal staff identified in your intake/assessment staffing plan outlined above: What is your projected level of effort (in FTEs over the entire period of your program) and salary and benefit cost? |  |
| Will there be contractual costs associated with external staff identified in your intake/assessment plan outlined above? If so, what is the projected cost? |  |
| Other than staff, are there costs associated with your data collection and analysis plan (database subscriptions, testing, other)? If so, what is the projected cost? |  |