



Illinois workNet™ Summer Youth Employment Program Work Site Evaluation Requirement

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Background



- TEGL27-09 – Provides additional guidance on how to measure work readiness of youth.
 - A work site evaluation measuring performance in the workplace is required.
 - Work site evaluation is conducted by the employer.
 - Tool measures satisfactory level of proficiency.
 - Tool measures work readiness skills most desired by employers.
- As a result the work site evaluation form was developed.

Agenda



- Access the Illinois workNet Workforce Professionals Pathway guidance, resources, and forum
- Summer Youth Work Site Evaluation Process Overview
- Summer Youth Work Site Evaluation Process Demonstration

Access to the Illinois workNet Summer Youth Work Site Evaluation Guidance and Resources

Customer Groups to access forms and reports.

Guidance and resources

Access the Work Site Evaluation in the Customer Groups for SYEP 2010

The Work Site Evaluation is included with your SYEP 2010 Customer Group. We'll cover the steps to access and complete it for each youth participant:

Always ahead of completing Illinois workNet youth assessments and activities, add your participants to a group.

You can have the work site supervisor complete up to two youth evaluations:

- 1 mid-work experience evaluation to help youth know if they are on the right path or need to improve workplace skills. **This evaluation is NOT scored or reported to IWDS.**
- 2 end-of-work experience evaluation used to meet program requirements and help youth understand how their supervisor rated their foundational work skills. **This evaluation is scored and reported to IWDS.**

Access the Work Site Evaluation in the Customer Groups for SYEP 2010

Steps to complete the work site evaluation(s):

- 1 **Print or email the complete evaluation** with introduction/instructions, evaluation form, and rubric showing rating definitions to the work site supervisor.
- 2 **Review it with the worksite supervisor.** Be sure to remind the supervisor that this is to help youth develop foundational workplace skills and should be used as positive reinforcement. They also need to know that there is a minimum scoring requirement for the final evaluation
- 3 **Enter the evaluations in Illinois workNet.** THE WORK SITE SUPERVISOR WILL NOT HAVE ACCESS ONLY LWIAS/PROVIDERS RESPONSIBLE FOR CARRYING OUT THE PROGRAM HAVE ACCESS.
- 4 **Youth complete the Illinois workNet pre- assessment, activities, and post assessment prior to entering the final evaluation.** THE POST ASSESSMENT HAS TO BE COMPLETED BEFORE ENTERING THE FINAL EVALUATION.

Access the Work Site Evaluation in the Customer Groups for SYEP 2010

- 1** Before having youth complete assessments and activities, all SYEP participants **MUST** be in a customer group.



They must include their SSN in their account. Once they are added to a group, they are linked to their IWDS account. They are identified as new or returning in IWDS. This determines if they receive they complete the new or returning activities.

- 2** It is important that SYEP participant complete the correct pre-assessment, activities, and post-assessment.

Once the participant is in their customer group, workforce professionals can access the work site evaluation form and enter the data. Click the link.

Customers

[Add New Customer](#) | [Export Customers List](#) | [View Customers Quiz Stats](#) | [Customer E-mails](#)

	Name/User Name/Birth date/Secret Answer	Contact Information /Date added to group /Work Site Evaluation	Link to IWDS status/type	View Interest Results	SYEP Individual Summary (filter by Member type)
Remove Refresh	telgar, customer customer, May 24, 1974 worknet	IL 62629 no email no phone nbr Added: 2010-06-16 11:57 Employer: 2450 Foundation Drive	NO SSN in Profile	Profile not complete	Type: New

Access and Complete the Work Site Evaluation in the Customer Groups for SYEP 2010

The first step is to assign an employer from a list or add a new employer to the list to each youth participant in your group then identify the supervisor. **You can do this now for all youth placed at a work site.**

[Organization search instructions](#)

Search for Student Employer Search

City:

Keyword:

Search Results

Select	Name
Select	2450 Foundation Drive
Select	a test site
Select	an edit test site
Select	Business Name
Select	Capital Area Career Center

Employer Capital Area Career Center
2201 Toronto Rd.
Springfield,IL
62712
Phone: 217-529-5431
Fax: 217-524-6096
TTY: 217-558-3530 id: 480
[Employer Search](#)

Supervisor

Student Job Title

Worksite Start Date

Worksite End Date

Work Site Evaluation Required Fields

Work Site Information:

- Business/Employer Name (not the LWIA)
- Street Address, City, State, Zip Code, Phone


Work Site Supervisor Information:

- Youth's supervisor name
- Youth's job title
- Youth's work site placement start date
- Youth's work site placement end date

Access the Work Site Evaluation in the Customer Groups for SYEP 2010

Select an existing employer from a list or add a new employer to the list.

Complete the required fields and save the information. Then, preliminary evaluation will be available. Once the youth has completed their SYEP Post-assessment, the final evaluation will be available.

Ready to complete → [Final Evaluation](#)  [Student is ready for a final evaluation](#)

Select	Delete	Review Date	Evaluation By	Evaluation Type	Total Points	Has Me
Select	Delete	Jul 19 2010	natasha telger	Preliminary	29	True

Completed ↗

Work Site Evaluation Process

3 The workforce professional will enter evaluation data. To collect the data, download/print the [Work Site Evaluation \(MS Word\)](#) and send it to the employer to complete and communicate the following information:

- The evaluation due date and to whom to submit the evaluation.
- Evaluation ratings - When completing the evaluation, keep in mind that some youth may have minimal work experience. Use the chart that shows the definition for each rating.
- The total score that determines if the youth participant successfully completed their summer work experience program. For each of the 10 evaluation items, the lowest score is 1 (Performance Improvement Plan Needed) and highest is 4 (Exemplary). Must have 7 out of 10 evaluation items selected as needs development or higher.

Work Site Evaluation Process

4 Access each participant's work site evaluation form in the workforce professional pathway SYEP 2010 customer group and enter the data.

* The final evaluation will only be available one the post-assessment is complete

Foundation Skill / Performance Expectations	Performance Improvement Plan Needed (1)	Needs Development (2)	Proficient (3)	Exemplary (4)
Attendance Understanding work expectations for attendance and adhering to them. Notifying supervisor in advance in case of absence.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Punctuality Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
WORKPLACE APPEARANCE Understanding work expectations for punctuality. Arriving on time for work, taking and returning from breaks on time, and calling supervisor prior to being late.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Work Site Evaluation Process

- The system will automatically calculate the overall score.
- Must have 7 items as needs development or higher and successfully complete the post-assessment = met requirements

Evaluation Summary		
Skill	Rating	Points
Attendance	Proficient	3
Punctuality	Proficient	3
WORKPLACE APPEARANCE	Needs Development	3
Taking Initiative	Proficient	3
Quality of Work	Exemplary	3
Communication Skills	Proficient	3
Response to Supervision	Needs Development	3
Teamwork	Proficient	3
Problem-Solving/Critical-Thinking	Proficient	3
Workplace Culture Policy and Safety	Proficient	3
Total Score		29
Comments		
Illinois workNet Post Assessment		
Workplace Skills Preparation	N/A for preliminary evaluation	
Post Assessment		
Total Scores	Has Met Points Requirement	29

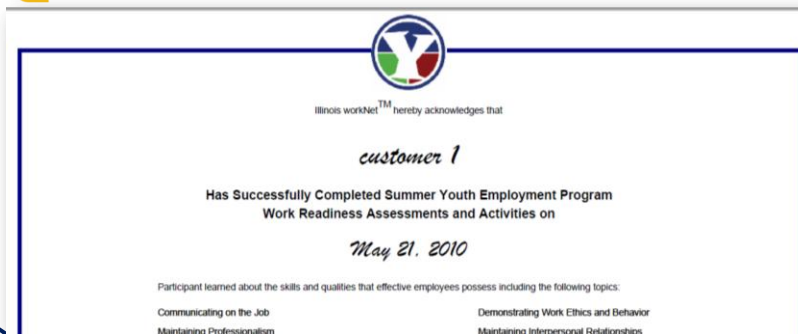
[Return to Student Employer form](#)
[Click here for the printable evaluation form, etc.](#)

****The system will update the work readiness requirement in IWDS.****

Certificate of Completion

Encourage all participants to download/print their certificate of completion. To access the certificate of completion, the following items need to be complete.

- 1 Participant completes the SYEP post-assessment.
- 2 Participant completes the post-survey.
- 3 Workforce professional completes the final work site evaluation



Illinois workNet Workforce Professionals Resources: Next Steps



1. Review the work site evaluation and instructions.
2. Communicate work site evaluation requirement to SYEP employers and participants.
3. Provide the evaluation for employers to complete.
4. Workforce professional enters the evaluation data.
5. Have participants complete the post-assessment and post-survey.
6. Once the final evaluation has been completed, have participants download their certificate of completion.

Quick Tip:

Use the Customer Email tool in your customer group to send emails and messages to your SYEP participants.

Policy Questions:

Questions about policy must be referred to DCEO using the SYEP Forums available in the Illinois workNet Workforce Professionals Pathway.

General Questions:

Email: info@illinoisworknet.com

Phone: 217-786-3010