

Workforce Professional (WP) adds youth customers to a group to track assessments and activities.

Enter youth employment start and end dates, and their job title.

WP enters employer and worksite information, including primary contact. At least one contact is to be the person who is completing the youth evaluation.

Employer completes mid-work experience youth evaluation. Printable form available online in frequently requested document.

Workforce Professional enters data into online form.

Form automatically calculates the score and saves the results in the individuals record.

Form is available in a printer friendly format.

Youth completes SYEP Post-assessment

Employer completes end-of-work experience youth evaluation. Printable form available online in frequently requested document.

Workforce Professional enters data into online form.

Form automatically calculates the score.

Form is available in a printer friendly format.

Youth prints certificate of completion if they have met program requirements.



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DRAFT SYEP Work Readiness Evaluation Workflow (July 2010)

System calculates overall score

For each of the 10 evaluation items, the lowest score is 1 (Performance Improvement Plan Needed) and highest is 4 (Exemplary). To meet requirements youth must have 7 items selected as needs development or higher and successfully complete the post-assessment.

NOTE: The post-assessment outcome is not available so it is not included in the score.

System calculates overall score

For each of the 10 evaluation items, the lowest score is 1 (Performance Improvement Plan Needed) and highest is 4 (Exemplary). To meet requirements youth must have 7 items selected as needs development or higher and successfully complete the post-assessment.

NOTE: The post-assessment outcome is included in the final evaluation score.

System updates work readiness requirement in IWDS (for all youth in groups with and IWDS match)