

# Workforce Initiative Checklist

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- Partnership Development Logistics
- Training/Certification Components
- Supportive Services Network
- Employer Integration
- Funding/Financial Planning
- Community Engagement/Recruitment
- Data Tracking Metrics
- Logistical Needs



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## Checklist Description

This checklist will give state and local workforce boards, local governments, community colleges, and community-based organizations and nonprofits a framework for the essential areas of consideration when developing workforce development partnerships, initiatives, and pilot projects. The principal organizers of a project should carefully review each section through clear communication and consideration for their projects current progress. This checklist can be a helpful resource when pursuing grant funding for projects, onboarding partners, or structuring frameworks for scaling or replicating existing projects or collaborations.

## Directions for Completion

The Workforce Initiative Checklist (WIC) provides a framework for discussion and thorough planning for projects and partnerships. Review the sections listed below and check the boxes provided if your project lead or partners have addressed the question posed in that section. Notes on project progress can be documented in the Progress Notes section.

## Partnership Development Logistics

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**Have the principal partners for collaboration been identified?**

*(Does a clear written or verbal commitment from the leadership of the main partners exist?)*

Progress Notes

**Have project liaisons or leaders been identified from each participating organization?**

*(Are the roles and responsibilities for each participating partner outlined in a shared document or visual?)*

Progress Notes

**Is a defined lead organization facilitating the completion of targets and goals?**

*(which organization is taking the lead to ensure project completion?)*

Progress Notes

## Training/Certification Components

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- Will project participants be able to complete this training with recognized industry-related certifications or licenses?**

*(Will this project offer participants credentials relevant to the field?)*

Progress Notes

- Have criteria for training prerequisites, including physical ability, education, and skill levels, been identified?**

*(Have organizers identified the requirements/ eligibility for participants to succeed in training?)*

Progress Notes

- Is training support in place to ensure participants can complete the course?**

*(Are there tutoring options available, options to retake failed exams, or a pre-qualifying assessment to ensure readiness?)*

Progress Notes

## Supportive Services Network

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- Does the project plan offer supportive services to participants to ensure successful completion? Which partners are responsible for the administration of supportive services?

*(Some examples include transportation assistance, financial assistance, or childcare support)*

Progress Notes

- Have project liaisons or leaders been identified from each participating organization?

*(Are the roles and responsibilities for each participating partner outlined in a shared document or visual?)*

Progress Notes

- Is a defined lead organization facilitating the completion of targets and goals?

*(Which organization is taking the lead to ensure project completion?)*

Progress Notes

## Community Engagement/ Recruitment

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**Has the project identified a focus area for participant recruitment?**

*(Some examples of target recruitment populations include individuals that are unemployed or underemployed, experiencing housing insecurity, youth that are neither in school nor working, immigrant job seekers, low-income communities, and communities experiencing disproportionate unemployment)*

Progress Notes

**Are there steps to ensure potential participants know the program entry and completion requirements?**

*(have participant's eligibility requirements been communicated to recruitment partners in written form for inclusion in recruitment materials?)*

Progress Notes

**Has the project developed a process for engaging community members in outreach activities?**

*(Some examples include focus groups, presentations to community leaders and organizations, advertisements, and interest surveys)*

Progress Notes

## Data Tracking Metrics

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- Has the project outlined clear quantitative or qualitative goals toward project output?**

*(Outputs are the results of the project, examples include the number of people trained or certifications earned)*

Progress Notes

- Has the project defined clear quantitative or qualitative goals toward project outcomes?**

*(Outcomes detail the impact of project outputs examples to include the number of people employed post-training or the retention rate of positions post-hire date)*

Progress Notes

- Are clearly outlined data tracking processes connected to the intended project outputs and outcomes? Which partner will be responsible for data tracking?**

*(Is it clear how project outputs and outcomes will be measured, and who is accountable for monitoring?)*

Progress Notes

## Employer Integration

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- Has the project identified a market or industry for job placement for successful participants locally or nationally?**

*(Do organizers have data from O\*Net or another reputable source to prove a viable market for participants post-project?)*

Progress Notes

- Has the lead organization or other partners identified or connected with local employers willing to hire or participate in an internship or work experience opportunity with participants?**

Progress Notes

- Does the project engage living wage employers compensating at rates appropriate for the work and region?**

*(as determined by the MIT Living Wage calculator)*

Progress Notes



## Funding/ Financial Planning

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- Has the project identified short-term funders (3-12 months) to support project implementation?**

*(funders could include private foundations, local, state, or federal funding, community college partnerships, or employer sponsorship)*

Progress Notes

- Has the project identified long-term (13-26 months) funders to support project implementation?**

Progress Notes

- Is there a clear delineation and understanding of the financial responsibilities of each participating organization?**

Progress Notes