**Employment/ Post-Employment Services Assessment**

Please respond to the following questions in preparation for the HPOG Roundtables. Most of the questions below are yes/no for brevity, but programs should think about the how and why of those answers in preparing their presentation and going through the workshop at the Roundtable.

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| **Question** | **Response** | |
| 1. Does each participant who enrolls in your program create an education/ employment plan? | Yes | No |
| * 1. Does it incorporate a career pathway? | Yes | No |
| * 1. Is it made by the participant with their case manager/ navigator? | Yes | No |
| * 1. Is that plan referenced back to in future conversations about employment and continued education? | Yes | No |
| 1. Are employment services (job coaching/ exploration, soft skills, resume prep, etc.) started near the beginning/ at enrollment? | Yes | No |
| 1. Are case management and employment services responsibilities assigned to separate staff members (i.e. is there a separate case manager and job developer guiding a participant)? | Yes | No |
| * 1. If separate, how do those staff members communicate to streamline the process for the participant/ make handoffs? | | |
| * 1. If the same, singular staff member, how does that person balance that work load and become knowledgeable in both areas? | | |
| 1. What types of Employment/ Post-Employment Services does your program offer? Circle all that apply. | | |
| Career Guidance Soft Skills Resume Prep Interview Prep Mock Interviews Dress for Success  Other (please write in):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| * 1. Specifically for Soft Skills, if taught, what is included in this, is it integrated with training or stand-alone, have employers verified those as desired skills? | | |
| * 1. For the other services listed above, does your program integrate these services, have stand-alone workshops for these, or are they self-directed by the participant? | | |
| 1. Are participants matched/ connected directly to employment at interested employers? | Yes | No |
| 1. Are participants routinely reporting employment back to the program? | Yes | No |
| 1. Does your program celebrate individual participant employment success (i.e. a recognition wall)? | Yes | No |
| 1. Does your program bring back “successful” participants to talk to new enrollees? | Yes | No |
| 1. Does the program provide post-employment services such as child care or transportation after the participant is employed? | Yes | No |
| 1. Does the program follow-up with an employed participant to assess needs or check back in on career pathway progress or additional training needs? | Yes | No |

**Individual Grantee Presentations at the Roundtable**

At the Roundtable Meeting each grantee will make a five minute presentation that includes:

* A summary of the grantee’s current situation (informed from answers above);
* One or two employment/ post-employment practices that the grantee believes is/are making a difference in participant employment placement (what is it, how it is operationalized, results);
* One or two things you’d like to hear about from other grantees/ how they incorporate employment/ post-employment services into their programs.