

E X H I B I T F

Equal Opportunity And Non-Discrimination Monitoring

Program Recruitment and Assessment Form

**EQUAL OPPORTUNITY AND NONDISCRIMINATION
MONITORING REVIEW INSTRUMENT**

Program Recruitment And Assessment

Local Workforce Investment Area (LWIA): _____

Location: _____

Recruitment/Outreach service provider: _____

Program(s) (e.g., Youth, Adult): _____

Person(s) interviewed:

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Interviewer: _____ Date: _____

Program Recruitment

1. Describe your recruitment (marketing and outreach) process (e.g., school visits, media ads, etc.).

2. Who is responsible for recruitment, by name and job title?

3. How is the eligible population determined (for the program(s) listed above)?

4. What media are used to recruit applicants? What specific resources are used to recruit racial/ethnic minority applicants, female applicants, veterans, and applicants with disabilities?
 5. When does a “customer” officially become an “applicant”?
 6. How often is orientation offered to potential applicants? What is the “typical” number who attend?
 7. Who is responsible for conducting the orientation (by name and title)?
 8. What is the format of the orientation? [Lecture only? Video? Question and answer? (etc.)]
 9. How is it determined whether a customer will need an accommodation (because of a disability) in order to attend orientation or to apply for services?
 10. What attendance records are kept for each orientation session?
 11. Are there follow-up contacts with individuals who attend orientation but do not complete an application?
 12. Are there occupations that are in high demand in your region? (If so, name them)
- Program Assessment**
13. Describe the assessment process.

14. Are there locally developed forms (that is, forms developed within the region) that are used in the process? (Describe)
15. Who evaluates the information provided on the application for services?
16. Are all applicants tested? If not, who or what determines which applicants are tested?
17. How are the tests scored? Is there a cut-off score to indicate "failed" or "passed"?
18. What tests, by name, are administered, and have they been validated?
19. Who administers the tests, and where?
20. Who scores the tests, and interprets the results?
21. How is consistency of interpretation determined?
22. Do test scores determine eligibility and placement in all programs or just in certain programs? (Name, if appropriate)
23. Are service providers, other than assessment staff involved in assessment, selection, and placement of individual into programs? (If so, describe)

24. What happens to someone who is not accepted into a particular program of his or her choosing?

25. Are individuals who do not qualify for WIA Title I programs informed of possible alternatives? (If so, describe)

26. Are individuals who are not selected for Title I programs tracked? If so, are any data retained on those individuals, and where is the information kept?

27. What accommodations are available for the applicant with disabilities or impairments during application and assessment, and are readers available to visually impaired persons who do not use Braille?

28. Discuss the percentage of women and racial/ethnic minority applicants and participants who go into nontraditional jobs. How are applicants informed of opportunities in nontraditional jobs?