

### QUANTITATIVE WORK READINESS MEASURES

#### II. Quantitative Data

Each program is required to submit baseline quantitative data based on the current levels of FEO of each participant (please collect this information during the Summer Work experience program application process). The successful completion of the MAKIN' iT Work Readiness Curriculum and the summer program will translate to measurable increases in each FEO level. This data should be documented for reporting purposes. Please see the Qualitative Work Readiness Documentation Form at the end of this section for a sample of information to be collected during the application process and periodically throughout the summer program.

1. Document current levels of FEO
2. Document recently obtained levels of FEO
3. Measure the increase in each level and provide direct or indirect assistance in what participants can do to continue on their FEO journey

#### WORK EXPERIENCE

The acquisition of early work experience is a key to future economic success for young adults. According to research conducted by Dr. Andy Sum, The Director of the Center of Labor Market Studies at Northeastern University, early work experience strongly improves the prospects for future success in the job market. Beyond making sure every youth is provided with an opportunity to access work experience, youth workforce programs should focus on:

1. Helping participants understand how to document work experience
2. Helping participants find meaning in all forms of work experience
3. Helping participants to progressively promote their work experience into more gainful and productive opportunities.

In the MAKIN' iT Work Readiness Curriculum, programs must create a documented baseline that includes the number of months of previous work experience, the quality of that work experience, and strategies to secure evidence that the work experience existed in order to use it in building FEO. This requires program diligence in acquiring accurate data. Many youth obtain jobs and either leave abruptly due to dissatisfaction or being fired. It is for this reason that makes it imperative for programs to verify work experience so that skills can be appropriately evaluated.

I.D.# \_\_\_\_\_

Summer Work Sponsor: \_\_\_\_\_

# MAKIN' IT

## Summer Work Readiness Curriculum

Participant Name: \_\_\_\_\_ I.D. # \_\_\_\_\_

Summer Work Sponsor: \_\_\_\_\_

<b>Past Work Experience Measure</b>				
Please list all past work experiences by company name, dates held, and positions held. Also indicate whether it was paid or unpaid.				*Mths of Measurable Wk/Exp
Company/Organization Name	Dates	Position Held	P = Paid U = Unpaid	
*Total				

\*indicated by some documentation of satisfactory completion: reference letter, verifiable call to former work site, etc.

<b>Current Work Experience Measure</b>				
<b>Program Period:</b>				
Please list <sup>[F1]</sup> current work experience site(s) by company name, dates held, and positions held. Also indicate whether it was paid or unpaid.				*Mths of Measurable Wk/Exp
Company Name	Dates	Position Held	P = Paid U = Unpaid	
*Total				

<b>Work Experience Accumulation Report</b>		Notes
Previous Months of Documented Work Experience		
Current Months of Documented Work Experience		
Total Gain for program period:		

Program Staff Signature: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Participant Signature: \_\_\_\_\_ Date: \_\_\_\_\_