

**I. BACKGROUND:**

President Barack Obama signed the Workforce Innovation and Opportunity Act (WIOA) into law on July 22, 2014. WIOA is designed to help job seekers access employment, education, training, and support services to succeed in the labor market and to match employers with the skilled workers they need to compete in the global economy.

Sections 129(c)(1)(A), 134(c)(2)(A)(iii), 134(c)(2)(B), 134(c)(3)(A)(iii) of the Workforce Innovation and Opportunity Act identifies the minimum service for an individual seeking services through the American Job Center.

**II. PURPOSE:**

A key service provided in the workforce development system is the initial assessment of a participant's knowledge, skills, and abilities to support that participant's employment goal. The initial assessment determines needs and strategies to achieve sustainable employment; furthermore, training and supportive services are based on an analysis of information gathered from the participant during the intake process. The assessment should indicate what services the participant needs and should include, if necessary referrals to appropriate partner staff and other agencies that can best provide these services. The intake process may include the use of registration information, a resume, data collection, and/or the customary verbal interview. A thorough initial assessment will provide sufficient information about the participant's current situation which staff will use to create a service plan. Assessments must be conducted with each participant to determine their needs, goals, and services to be delivered.

**III. INSTRUCTIONS:**

**a. Initial Assessment** - The initial assessment allows Service Provider to determine the necessary information to determine knowledge, skills, and abilities to support the participant in achieving their eligibility and employment goals. Information gathered for the initial assessment will include:

- i. Job Readiness
- ii. Determine barriers and what additional service may be provided for success
- iii. Determine appropriate partner services that may be appropriate in order to efficiently leverage all funding sources
- iv. Determine participant skills, abilities, and interest
- v. Determine participant goals

**b. Initial Assessment Process** - Each step of the participants services will gather information useful for the best possible service strategy

- i. Occupational Goal Evaluation - analyze participant's goal for established in demand occupation
- ii. Determine participants current occupational skills and abilities
- iii. Assess participant's current level of education

- iv. Determine if the participant has barriers to employment. Options for barriers will be assessed at this point.

**c. Job Search Skills Assessment**

- i. Review participant's resume for necessary updates
- ii. Review participant's interview skills
- iii. Assist with jobsearch abilities
- iv. Assess participant's willingness to enhance job search skills

**d. Services**

- i. Based on the information provided through the Initial Assessment, Initial Assessment Process, and Job Search Skills Assessment, the Provider will determine the level of service and/or training commitment. With partner coordination, the following service and/or training may be provided:

1. Basic Job Search
2. Career planning
3. Training
  - a. Work-based training skills with instructions
  - b. Occupational skills training
  - c. On-the-Job training
  - d. Skills upgrade
  - e. Customized training
  - f. Training in a registered apprentice program
  - g. Issuance of ITAs with other support services
4. 1 of the 14 youth program elements
5. And other services as applicable

**IV. CONTACT:**

Questions concerning the above may be addressed to the Staff to the Board.

**V. EFFECTIVE DATE:**

This policy is effective as of January 31, 2019 and will remain in effect until amended, modified, or set aside by the Southern Middle Tennessee Local Workforce Board.

Title: LWSM Policy

---

Effective Date: January 31st, 2019

Duration: Indefinite

Authorized By:

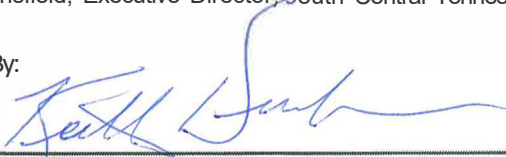


---

Jerry Mansfield, Executive Director, South Central Tennessee Development District

Date

Approved By:



12/21/2018

---

Keith Durham, Board Chair, Southern Middle Tennessee Local Workforce Board

Date