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# PY 2014-15 Wagner-Peyser Program Process Management Review Tool\*

**RWB/Contractor Name:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date of On-Site Review**:

**Review Period:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Review Completed By:**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **GENERAL PROCESS QUESTIONS** |  | **YES** |  | **NO** |  | **COMMENTS** |
|  | * 1. Does the board operate the W-P programs? If no, who are the providers? | |  |  |  |  |  |  |
|  | 1.2 Does the region give Priority of Service to veterans? If yes, describe how this is accomplished in the W-P program. | |  |  |  |  |  |  |
|  | 1.3 Do any other staff (non-merit) enter W-P information into EFM? If yes, describe the W-P training they received. | |  |  |  |  |  |  |
|  | 1.4 Does the region use mobile units to provide W-P services? If yes, describe how they are utilized. | |  |  |  |  |  |  |
|  | 1.5 Does the region have kiosks in the community? If yes, where are they located? How are they maintained? | |  |  |  |  |  |  |
|  | **INTERNAL MONITORING** | |  | **YES** |  | **NO** |  | **COMMENTS** |
|  | 2.1 Does the RWB have written policies and procedures for W-P in place? If no, how does the RWB ensure that internal and external monitoring complies with federal and State provisions and other applicable laws? | | 3.1 Specify how frequently internal monitoring is conducted. |  |  |  |  |  |
|  | 2.2 Do policies, procedures or schedules specify when staff shall conduct monitoring? ( i.e., quarterly, semi annually, etc.) If yes, indicate time frame(s). | |  |  |  |  |  |  |
|  | 2.3 Have any tools been developed to conduct monitoring? If no, what process is used to monitor? | |  |  |  |  |  |  |
|  | 2.4 Are reports written as a result of the monitoring reviews? | |  |  |  |  |  |  |
|  | **NOTABLE PRACTICES** | |  | **YES** |  | **NO** |  | **COMMENTS** |
|  | 3.1 Has the region implemented any notable and/or best practices in W-P? (If yes, provide a brief write up detailing the notable and/or best practice.) | |  |  |  |  |  |  |
|  | **PLAN QUESTIONS** | |  | **YES** |  | **NO** |  | **COMMENTS** |
|  | * 1. Do merit-based public employees provide Wagner-Peyser Act-funded labor exchange activities in accordance with DOL regulations? | |  |  |  |  |  |  |
|  | 4.2 Has the RWB had a company that was on strike? If yes, what procedure did the RWB follow? | |  |  |  |  |  |  |
|  | 4.3 Has the region taken job orders from private employment agencies? If yes, how does the RWB ensure that applicants who are referred to a private employment agency are not charged a fee? | |  |  |  |  |  |  |
|  | 4.4 Has the region advertised jobs over $50,000/year in a newspaper? If yes, what procedure did the region follow? | |  |  |  |  |  |  |
|  | 4.5 Did the RWB operate a summer youth program? If yes, what procedure did the RWB follow (W-P related) to deliver the Career Center's summer youth program? | |  |  |  |  |  |  |
|  | 4.6 Does the RWB provide reemployment services to all RA claimants? If yes, please describe. | |  |  |  |  |  |  |
|  | 4.7 Does the RWB use the scores obtained from the initial skills review to provide employment and training services to reemployment assistance claimants? If yes, please describe the process. | |  |  |  |  |  |  |
|  | 4.8 Does the RWB administer the reemployment assistance work test and provide feedback to RA for all claimants? If yes, please describe the process. | |  |  |  |  |  |  |
|  | 4.9 Does the RWB serve claimants seeking to fulfill the weekly work search requirement by meeting with Career Center staff? If yes, what is the procedure? | |  |  |  |  |  |  |
|  | 4.10 Does the RWB provide counseling services? If yes, what procedure is followed? | |  |  |  |  |  |  |
|  | 4.11 Does the RWB have suppressed job orders? If yes, what is the procedure for referrals? | |  |  |  |  |  |  |
|  | 4.12 Does the region provide workforce services to target population such as the homeless, ex-offenders, migrant farmworkers, individual with disabilities, older workers, limited English speakers, and other target groups? If yes, how is this done? | |  |  |  |  |  |  |
|  | 4.13 Is there a Farmworker Jobs and Education Program (FJEP) service provider located in the region’s jurisdiction? | |  |  |  |  |  |  |
|  | 4.14 If yes to the previous question, does the region have an established partnership with the FJEP service provider? | |  |  |  |  |  |  |
|  | **BUSINESS SERVICES** | |  | **YES** |  | **NO** |  | **COMMENTS** |
|  | 4.15 Does the RWB promote recruiting agreements? If yes, what is the process? | |  |  |  |  |  |  |
|  | 4.16 Does the region conduct or participate in job fairs? If yes, what is the process? | |  |  |  |  |  |  |
|  | 4.17 Does the region market/communicate, internally and externally the workforce business proposition? If yes, how is this done? | |  |  |  |  |  |  |
|  | 4.18 Does the region evaluate its Business Services? If yes, how is this done? | |  |  |  |  |  |  |
|  | 4.19 Does the region institutionalize and replicate proven outreach tactics (i.e., outreach tactics, core processes, performance metrics? If yes, how was this done? | |  |  |  |  |  |  |
|  | 4.20 Did the region build on an existing or establish a local industry-specific workforce business consortium in partnership with economic development organizations? If yes, what organizations were included? | |  |  |  |  |  |  |
|  | 4.21 Does the region prioritize target industry clusters? If yes, how is this done? | |  |  |  |  |  |  |
|  | 4.22 Does the region provide a platform for the creation of or technical input for industry specific training programs? If yes, how is this done? | |  |  |  |  |  |  |
|  | 4.23 Did the region institutionalize local, regional and statewide “voice of the customer” business forums to keep abreast of current and emerging workforce needs (e.g. business-led initiatives)? If yes, how was this accomplished? | |  |  |  |  |  |  |
|  | 4.24 Did the region try to increase workforce awareness via visibility at target industry specific events? If yes, how was this accomplished? | |  |  |  |  |  |  |
|  | 4.25 Did the region showcase successful workforce/business partnerships at local economic development business events? If yes, how was this accomplished? | |  |  |  |  |  |  |

* The WP Process Management Review is located on the Wagner-Peyser 2014-2015 Monitoring Tool.