



**WORKFORCE INVESTMENT BOARD OF TULARE COUNTY
TRANSITIONAL JOB WORKSITE PLAN**

Participant Name:	State ID#:	RATING SCALE 1 = Participant has not made satisfactory progress 2 = Participant is making progress, but not at a satisfactory level 3 = Participant is making progress at a satisfactory level 4 = Participant has achieved proficiency in this skill
Job Title:	Beginning Date:	
ONET Code:	End Date:	
Worksite Name:	Subrecipient:	
Worksite Representative:	Subrecipient Representative:	

Requirements (Tasks/Work Activities) (A)	Training Required Y/N (B)	Training Method (C)	Training Hours (D)	Measurement Method (E)	Follow-up Site Visit (F)			
					Date/Rating			
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								
TOTAL TRAINING HOURS (This Page)					TOTAL SCORE (This Page)			

(G) TRAINING HOURS		(H) SKILL ATTAINMENT LEVEL	
Total Training Hours Completed		Participant's Total Score	
Total Training Hours Planned		Maximum Score Possible	
% Of Planned Hours Completed		% Of Maximum Score Attained	

Distribution: One (1) Copy Each To: Participant File, Supervisor, Participant

Supervisor Signature

Participant Signature

Essential Workplace Skills (I)

Performance Evaluation	Comments (How did the participant demonstrate they achieved these skills, and what areas is the Coach working with the participant to improve on?)	RATING SCALE			
		1 = Poor 2 = Needs Improvement 3 = Good 4 = Excellent			
		Date/Rating			
1. Attendance and Punctuality (Dependability)					
2. Ability to make good decisions (Decision-Making)					
3. Ability to get along with others (Teamwork)					
4. Ability to follow both written/verbal directions (Communication)					
5. Demonstrates initiative/responsibility (Professional Work Ethic)					
6. Completes tasks on time (Organizational Skills)					
7. Problem resolution skills (Critical Thinking)					
8. Communicates effectively (Communication)					

**TRANSITIONAL JOBS WORKSITE PLAN
INSTRUCTIONS FOR COMPLETION AND USE**

Transitional jobs training plan shall identify the essential skills and training for entrants into the workforce to acquire, through close supervision, an appreciation of workplace norms that may include self-discipline, interpersonal skills, attendance and accountability, understanding compensation, and learning to appreciate and meet employers' reasonable expectations.

- A. **REQUIREMENTS:** List the skill requirements needed to perform the job to the standards specified by the worksite supervisor. Competencies should be stated as specifically as possible, identifying the skills to be used, the level of attainment, and the tools or equipment to be operated.
- B. **TRAINING REQUIRED:** During the course of this work-based training, each skill will be evaluated against the participant's abilities and checked, yes or no, to indicate what areas of training are necessary.
- C. **TRAINING METHOD:** Identify the method to be used to teach the skill. This may include classroom/workshop attendance, observation, oral instruction, demonstration and practice, reading of instruction and procedures manuals, guided simulation, trial and error, etc.
- D. **TRAINING HOURS:** Indicate the number of hours that will be devoted to training for the specific skill.
- E. **MEASUREMENT METHOD:** Identify the method that will be used for determining whether the participant has acquired each skill. Typical methods of measurement include oral or written question and answer, observation, and review/inspection of a product.
- F. **FOLLOW-UP/SITE VISIT – DATE AND RATING:** Record the date of the follow-up/site visit and the trainee's achieved skill level using the rating scale provided on the on of this form. The trainee's progress in acquiring the identified skills must be evaluated consistently throughout the training, based on the supervisor's evaluation of the trainee's progress.
- G. **TRAINING HOURS:** Total the number of training hours actually completed (use time sheets) and compare to the projected hours of training. This will give you a comparison of skill level attainment in hours. **The participant must complete at least 90% of the training over the term of the agreement or end their assignment due to starting unsubsidized employment to be considered as "completed training."** Specialty grants may have other requirements for "completed training." Please refer to the Statement of Work for each specialized grant.
- H. **SKILL ATTAINMENT LEVEL:** Total the participant's score and compare the possible score (ratings of 4 x # of tasks possible). This will give you the percentage of completion attained. **In order for the participant to be successful completion, it is necessary to achieve at least 75% of the total possible score for the sum of all skills. A participant may also be considered a successful completion when they end their transitional job assignment because they started unsubsidized employment.** Specialized grants may have other requirements to be "successful." Please refer to the Statement of Work for each specialty grant.
- I. **ESSENTIAL WORKPLACE SKILLS (EWS):** **Complete this section at the same time as the Worksite Plan is done to evaluate the participant's growth in developing EWS. Once a participant obtains an excellent rating in three or more of these skills, they will meet the EWS Talent Pool criteria under Milestone 1.**