

ODOT Region 5 - Eastern Oregon Workforce Alliance

Screening and Assessment

Charge:

To develop and implement a comprehensive screening and assessment process that will yield a highly skilled and qualified applicant pool of OTIA ready construction workers.

Process:

The following describes the methodology and the operational process that Region 5 will utilize in screening and assessing individuals referred to the OTIA labor pool.

Entry Upon entry to the designated One-Stop Center within each of the three regions, interested individuals will register into the iMatch Skills via One-Stop staff or self-registration. Individuals will complete a membership form (see attachment “A”). One-Stop staff will enter the membership form information into GEO, which is a client database system. Entry at all designated One-Stops is open to the general public and is considered a Core Service. Any individual who enters the One-Stop will be requested to complete the iMatch registration and One-Stop membership form regardless of whether they are interested in a Career in the Trades. Registration into specific programs and services may include additional eligibility criteria.

Each candidate for the labor pool will be tracked throughout the screening and assessment process through both the Oregon Employment Department’s iMatch System via the OTIA Ready flag in iMatch and in GEO via case management reports.

Orientation - Orientation to a Career in the Trades will be provided through each identified center. Orientation may be performed in a one-on-one or group setting. Orientations will be available in both English and Spanish as necessary. Orientation is considered a core service and registration into Title 1B services is not required.

During the Orientation process, staff will inform candidates of the opportunities available within construction trades, as well as outlining the OTIA project. Candidates will be informed of the minimum requirements necessary to participate in the OTIA project as defined by the Region 5 Alliance.

Assessment – Once the candidate has completed the orientation process and has elected to continue, the assessment process will begin. Each candidate will be given a CASAS test to determine their basic reading, math, listening, and writing skills.

In addition, each candidate will complete a self assessment. (see attachment “B”) There is no cost to the candidate for the CASAS or self assessment tool.

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Once this intake process is complete, the designated Case Workers will coordinate with the designated OED Specialist to determine whether the candidate meets the minimum qualifications (MQ) for the labor pool.

If the candidate does not yet meet the MQ's for inclusion in the labor pool, the Case Worker will begin to address any individual barriers that may exist. During this process, the candidate will be referred to appropriate partner agencies for service (see Attachment "C").

If the candidate meets the MQ's at this point, they will be further assessed via Profiles XT. The Profiles system will produce the following information:

Individual Reports – This Individual Report is used for personal growth and development. It describes a person's attributes and gives insights to improve job performance and productivity.

Placement Reports – The Placement Report will ensure that the right person is put in the right job. It will give us a comprehensive assessment of the job candidates' thinking style, behavioral traits, and occupational interests, giving the candidate's percentage match to the components of the position they are seeking. The report also suggests questions interviewers can ask to help determine a candidate's suitability for the position being filled.

Candidate Matching Report - The Candidate Matching Report will help in narrowing our search to fill the Pool and specific position. It will compare the attributes of several candidates to the Job Match Pattern and, at a glance, shows you which of them have the highest Job Match Percentage.

Coaching Reports – The Coaching Reports can be used after the fact as a manager's or Case Worker's guide to helping the employee to develop better work habits.

Job Analysis Reports - The Job Analysis Report describes in great detail, the type of person who has the right qualities and characteristics to fit a particular job. This report complements a standard job description that details the skills and duties the job requires. Used together, they contain a Total person approach to explaining the requirements of a particular position.

If candidate meets all the MQ's and the Profiles XT indicates a successful match, the Case Worker will notify the OED Specialists to activate the OTIA Ready radio button in iMatch.

Candidates at this step of recruitment will be informed that the construction industry requires all workers to be drug free. They will be informed that a failed drug test will prevent entry into the Alliance labor pool.

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Placement – Once the candidate successfully enters the labor pool, the Case Worker will coordinate Direct Job Placement, Apprenticeships, On-the-Job Training, Direct Entry – JATC, etc.

Beyond placement, labor pool applicants may also be referred to partner agencies to continue eliminating barriers and ensure retention and upward mobility.

Follow-up – Follow-up services may include training and supportive services as necessary. Case Workers will be charged with ensuring that the right candidate is placed in the right position. They will keep in constant contact with the placed worker, as well as the contractors, unions, TERO (Tribal Employment Rights Office), etc., to ensure success for the participant and the project.

The follow-up process will also include deployment and re-employment. Once a worker completes a job, they will be re-entered into the waiting labor pool for re-employment.

Data Management – The Alliance will utilize the GEO Case Management System and iMatch to track Candidate and Participant progress through the Steps outlined above. The identified Case Worker and OED Specialist in each region will be responsible for ensuring compliance with this process.

All participants in the OTIA project, including individuals who have first call through TERO will be tracked in the GEO and iMatch system.