



OJT/NEG PROGRAM

Program Guidance Letter

January 14, 2011

On-the-Job Training National Emergency Grant (OJT/NEG) Guidance Letter No. 2

TO: NEG-OJT Grantees

SUBJECT: Use of JobZone for OJT/NEG.

ACTION: Local OJT/NEG Coordinators are responsible for ensuring the Local Area's OJT/NEG program complies with the guidance provided in this letter.

In the final OJT/NEG State Implementation Plan submitted by the New York State Dept. of Labor (NYSDOL) to the United States Dept. of Labor, Employment and Training Administration (USDOL/ETA), NYSDOL indicated that all participants in the OJT/NEG would receive a skills assessment using JobZone/O*Net. This element was added in response to direction from USDOL/ETA that states must ensure consistent skills assessments are performed on all participants in the OJT/NEG program.

The module in JobZone that should be used for the skills gap assessment is labeled "Skills Survey." The portion of the survey most relevant is the Detailed Work Activities (also referred to as Job Duties) which the customer uses to self-attest to his/her ability to perform the activities required of the target occupation. For this reason, it is envisioned that the JobZone skills assessment will be a service provided at the One Stop.

To meet the JobZone requirement of the OJT/NEG program, Local Areas must at a minimum, follow the steps outlined below:

- Have customers fill out the Skills Survey (or fill out the survey with the customer if the situation calls for it). To start the survey, click on the "List Prior Jobs" button. For OJT/NEG purposes, customers should select the target occupation on the first screen of the survey, not their past occupations as the instructions indicate
- On the work Activities/Duties screen, customers should check off the activities they've performed at a professional level.
- The remaining unchecked activities become the basis of the training plan, as they are required of the target occupation but the customer indicates a lack of ability to perform them. This screen should be printed and retained in the customer's file as record that the JobZone skills assessment has taken place.

The customer, or staff person, may also want to review work activities performed on previous jobs. If so, the customer should return to the first screen labeled “List Prior Jobs”, unselect the target occupation and insert previously held jobs instead. JobZone will generate a list of work activities combining all prior jobs. Customers indicate which activities they’re proficient in, and JobZone will generate a list of occupations to consider that require similar work activities. This list can be used to identify additional potential OJT occupations the customer would be a good fit for.

More detailed instructions on the use of JobZone are provided in Attachment A. Any questions should be sent to support@nycareerzone.org.

Please note that NYSDOL understands that some LWIAs that have extensive experience performing skills assessments with tools other than JobZone. To that point, while using JobZone to perform a skills assessment is a requirement of the OJT/NEG program, this does not mean that LWIAs have to stop using other tools/procedures they are accustomed to using for skills assessments. Instead, the LWIA must simply add the JobZone assessment to their current processes.

[Attachment A](#) – JobZone User Guide.