



OJT/NEG PROGRAM

Program Guidance Letter

June 26, 2013

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

TO: NEG-OJT Grantees

SUBJECT: **UPDATED:** 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 are the Job Duties which the customer uses to self-attest to his/her ability to perform the activities required of the target occupation the customer desires. For this reason, it is envisioned that the JobZone skills assessment will be a service provided at the Career Center.

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, have customers click on the "Next" button. If a customer has previously saved an occupation as a favorite in the "Occupations" or "Work Experience" module, those saved occupations will populate the "List Prior Jobs" tab in the Skills Survey. For OJT/NEG purposes, customers can complete the Skills Survey following the steps below:
 - Under the "List Prior Jobs" tab of the Skills Survey, have customers search for their **target occupation** (not their past occupations as the instructions indicate). Customers may either select an occupation they previously saved in the "Occupations" and/or "Work Experience" modules **or** search for their target occupation using the "More Jobs" button on the Skills Survey.
 - For OJT/NEG purposes, only **one** occupation is required to be selected as the target occupation for the Skills Survey job duty ratings. The "Skills to Improve" and "Skills I Need" section of the Job Duties survey should be used as the basis of the customer's 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 Survey has taken place.

More detailed instructions on the use of JobZone are provided in Attachment A. Any questions should be sent to jobzone@labor.ny.gov.

Please note: 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 Skills Survey to their current processes.

[Attachment A – JobZone Desk Aid for OJT/NEG Skills Survey](#)