

Northwest Workforce Council

Training Program

Become a Training Worksite

Help Prepare Your Workforce of the Future



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Funding is provided under Title IB of the Workforce Innovation and Opportunity Act (WIOA, PL 113-128)

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Program Overview

The Northwest Workforce Council (NWC) provides work readiness skills through a variety of job training options in the public and private sectors. The goal is to improve the overall workplace skills of Trainees so that they can become successfully employed to meet the needs of local business. Services are designed to promote the development of good work habits, provide occupational skills training and meaningful exposure to a work environment through observation and hands-on experience.

Services include short-term training assignment at public, private non-profit and private for-profit worksites. NWC provides training and services to trainees through WorkSource, the American Job Center.

As a Training Worksite, you agree to provide Trainees meaningful work and the opportunity to explore careers and occupations within your industry. You will gain a worker, whose wages, taxes, and L&I Insurance are paid by NWC, for up to a maximum of forty (40) hours per week. Trainees receive the state minimum wage for hours worked, paid by the Northwest Workforce Council.

The Trainee is placed at your organization in a job, learning to do real and productive work. An existing or laid off employee may not be displaced to allow the placement of a Trainee at your business or organization. The programs are intended to increase the skill level of the Trainees and not in any way impact or replace existing employment or employment opportunities within your organization.

You benefit by receiving an extra worker(s), at no payroll cost, to assist your organization. The participant works at your workplace, but the NWC pays all wages, Labor and Industries (L&I) and payroll taxes. Experience demonstrates that with appropriate planning, orientation, supervision, and instruction, people perform their assignments well, making them an asset to the Training Worksite.

Trainees benefit by learning basic workplace skills, gaining work attributes and confidence as part of a team of employees performing real work, learning about career options, and earning a wage.

Communities benefit in the short-term from the work performed at your place of business or organization and long-term by the development of workers with the work readiness skills to successfully find and keep employment.



Become a Training Worksite in 3 Easy Steps

A Trainee is an additional resource, placed in a job for a short period, for the purpose of learning workplace skills and exploring career opportunities. Trainee services are intended to increase skills and not in any way reduce existing employment or employment opportunities.

1. WRITE a job description or adapt an existing job description to each Trainee position. This would generally be completed by the Trainee's Supervisor. Please use the Job Description Template Guide to include the necessary elements for each position description (located on pp 13-14). Assistance is available from Northwest Workforce Council staff for writing job descriptions.
2. REVIEW and sign the Memorandum of Understanding (located on pp 11-12). This document outlines obligations of both a training site and NWC.
3. PROVIDE NWC an up-to-date copy of the guidance your organization gives employees and trainees regarding COVID-19 Worksite Safety.

Please visit our [website](#) to find more detailed instructions on completing documents required to participate.

RETURN the above three documents:

- To your NWC Coordinator, or
- Mail it to the nearest WorkSource Center (locations on page 6), or
- Submit the documents via email to: info@nwc-connect.org

NWC staff will contact you regarding your organizations application to become a training site within five (5) business days upon receipt of your materials. Feel free to contact your NWC Coordinator should you have questions during the preparation of your documents.

Key points to keep in mind:

- Determine initial skills or qualifications that are required to start the position and the performance level expected from an entry level trainee.
- Separate what you consider to be minimum skill standards of performance for entry level from those skills that can learned on-the-job.
- Write job descriptions on your organization's letterhead and use the template guide provided in this packet (pp 13-14).
- Projects requiring a crew of three (3) or more trainees require a separate project description, using the same format (pp 13-14). Please contact your NWC staff Coordinator for assistance in developing a Project-description.

Explanation of Steps to Become a Training Worksite

1. Writing the Job Description

It is important that clear, precise descriptions of all the work to be performed by a Trainee are included in the job description. This is your organization, so you know the duties, tasks, and supervision required. The job description includes the amount of supervision the Trainee receives. Supervision must be onsite as remote, or work from home, is not allowed.

2. Reviewing and Signing the Memorandum of Understanding (MOU)

The Memorandum of Understanding describes the mutual roles, responsibilities, and assurances of the Northwest Workforce Council and the Training Worksite. An authorized representative who can make these commitments on behalf of the training worksite must sign the MOU. The MOU is located in the attachments on pp 11-12. A fully signed MOU is required before a Trainee placement can be made.

3. The COVID-19 Worksite Safety Plan

The Governor's office requires all businesses to develop a plan that ensures a safe work environment. NWC trainees must abide by your plan. COVID-19 Worksite Safety Plans outline the business' policies and procedures for adequate pandemic risk mitigation. The COVID-19 Worksite Safety Plan must comply with the general requirements the [Department of Labor and Industries for the prevention of COVID-19](#) and the Governor's current [COVID-19 Reopening Guidance for Businesses and Workers](#) (references on page 20).

Note: Federal requirements prohibit assistance for facilities for sectarian instruction or religious worship. Trainees shall not be employed under this title to carry out the construction, operation, or maintenance of any part of any facility that is used or will be used for sectarian instruction or as a place for religious worship, except with respect to the maintenance of a facility that is not primarily or inherently devoted to sectarian instruction or religious worship.



Integrating work and learning is a powerful motivator for Trainees. It assures skills taught are relevant to the workplace. It further emphasizes application of learned skills in a variety of work-related situations for future jobs, as well as while training with you. By selecting appropriate goals, which involve clear task descriptions and define training and learning explicitly, the Trainee will be able to apply newly learned skills in a variety of work setting and occupations.

Learning Workforce Skill Standards

To succeed in any job, an employee must know how to do certain things, or must exhibit certain behaviors. The Workforce Skill Standards and Foundation Skills describe these skills. A complete list of the Workforce Skill Standards and Foundation Skills appears in the attachments on pages 18 and 19. The United States Department of Labor, the NWC, and local employers have identified these skills as the ones necessary to get and keep a job. These Workforce Skill Standards and Foundation Skills have been built into all NWC's training services and are embedded in the job description template.

Workforce Skills are defined by employers as those skills necessary in any workplace and, once learned, can be transferred to any other job. In most cases, these skills are learned in the workplace while the Trainee is on-the-job.



Helpful Tip

Workforce Skills should be embedded in the job description:

- How is information a part of the task?
- What resources will be involved?
- What interpersonal skills will be required?
- What systems need to be understood?
- What technology, tools, and equipment are needed?

Writing a Job Description for a Trainee that uses the Workforce Skills helps both supervisors and workers understand the importance of specified responsibilities. Think of the tasks at your worksite in terms of these skills. This will help the Trainee see the relationship between these skills and what they will do at your worksite. The presence of workforce skill designations in your job description serves as an important teaching tool, making it easier to relate work the Trainee is doing for you to work the Trainee may do for another employer in the future. Your job description will help teach both the job and the concept of Transferable Skills.

Transferable Skills

A critical element of the program is to provide Trainees with the opportunity to understand and practice transferrable skills, i.e., the skills that underlie specific tasks written in your job description. When a Trainee learns that each skill can be transferred from one task to another, and one job to another, they better understand the inherent value in identifying the skills used in each task. In other words, if a specific element in your job description reads, "must input customer information into computer database," it is important to teach the Trainee that it is a skill that can be transferred to a future job. Learning a variety of skills has immense value and should be developed, reinforced, and emphasized. These skills provide clear targets for communicating job performance expectations to a Trainee.

Worksite Approval

If your organization and the job description(s) meet the criteria listed on page 7, you will be notified that your job description has been approved. Trainee candidates who express an interest in the position will then be referred to you for an interview. Referrals are based on efforts to match worksites with the individual's interests, abilities, and goals.

Interviewing Candidates

Trainees are interviewed just like any applicant seeking employment. By agreeing to participate in this training program, you demonstrate your commitment to the investment of time and energy it will take to train and coach a Trainee. This investment begins with the interview. It is important the experience of working at your organization is as much like "real" work as possible, including a realistic interview. You may reject (or accept) candidates as you would any applicant for employment in your organization.



The Worksite Agreement

The NWC Staff Coordinator must be notified first before you tell the candidate if they have been selected. You and your Coordinator must establish and agree on the start date and work schedule before notifying the Trainee they may begin paid work.

Details of the Trainee's work schedule and signatures take place at the worksite. This work schedule is written on the Worksite Agreement, and signed by the worksite Supervisor, the Coordinator, and the Trainee. Your Coordinator will assist in preparing the Worksite Agreement for signatures. A Trainee's work week typically ranges from twenty (20) to forty (40) hours per week and no more than eight (8) hours per day. In some circumstances a weekly work schedule consisting of four 10-hour workdays is permissible. Prior approval of any trainee and work schedule is required by the Coordinator. The sample Worksite Agreement is located on page 15.

The NWC may conduct employee related workshops and require other Trainee commitments that may reduce the number of work hours at the worksite. These employability development commitments are identified in training and will appear on the Worksite Agreement. Once the Worksite Agreement is completed and signed, your Trainee can begin work. The Training Worksite Supervisor, in cooperation with the Coordinator, will monitor the progress and performance of each Trainee.

Monitoring

Any site selected will be required to agree that the NWC or its agents, which may include the United States Department of Labor, Washington State Employment Security Department, and others deemed to be agents, have the right to inspect the worksite and such Training Worksite records as may be deemed necessary and appropriate to ascertain compliance with the submitted proposal, Workforce Innovation and Opportunity Act and/or regulations, and the law of the United States and the State of Washington.

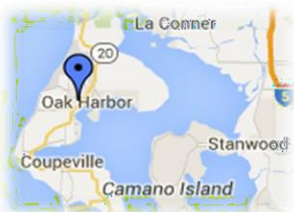
WorkSource Center Locations

The NWC staff Coordinator is available throughout the duration of worksite training agreement to assist both the Worksite Supervisor and the Trainee. Our goal is to have a rewarding experience for all parties as well as assure that meaningful work and learning is accomplished.

Please let us know how we can assist you.

Island County

265 NE Kettle Street, Suite 102
Oak Harbor, WA 98277
Phone: 360.675.5966
Fax: 833.572.8426



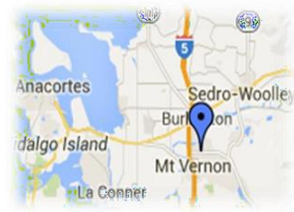
San Juan County

Career Center
540 Guard Street, #210
Mail To:
P.O. Box 1696
Friday Harbor, WA 98250
Phone: 360.378.4662
Fax: 360.378.8662



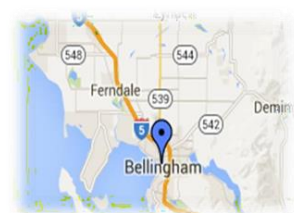
Skagit County

2005 East College Way
Mount Vernon, WA 98273
Phone: 360.416.3600
Fax: 360.428.6983



Whatcom County

101 Prospect Street
Mail To:
P.O. Box 2009
Bellingham, WA 98227
Phone: 360.676.1521 Ext: 4
Fax: 360.671.4948



WorkSource is an equal opportunity employer/program.
Auxiliary aids and services are available upon request to
individuals with disabilities. Washington Relay Service: 711

BUSINESS SERVICES

WorkSource provides a multitude of solutions to meet business' talent needs. We offer your business or organization valued services, from labor market information, layoff aversion and response, training cost reimbursement for new hires, help to defray the cost of training your current workforce, and targeted recruitment tapping the power of Monster.com embedded within www.WorkSourceWA.com.

Please ask your WorkSource Coordinator for additional information.

OR
Email info@nwc-connect.org

Worksite Selection Criteria

To become a Training Worksite, the following criteria must be met:

1. Provide a work environment where the Trainee can learn workplace skills, behaviors and occupational skills.
2. Provide structured, well-supervised work that promotes good work habits.
3. Build a strong foundation of employment competencies and teach the discipline of work.
4. Prepare the Trainee for employment by teaching or enhancing occupational skills and by allowing the Trainee to perform important and meaningful work.
5. Provide a worksite that builds basic and higher order thinking skills through the work performed by the Trainee.

Private Sector Training Programs

The NWC may sponsor Training options in the private-for-profit sector when certain conditions are met. Trainee placements should increase work readiness skills of participants but should not materially impact the profit margin of a for-profit company. Trainee services are designed to develop individuals' job skills and career opportunities with employers. Northwest's key industries: health and allied services, advanced and marine manufacturing, and construction are of particular interest.

All Trainee Programs are subject to the provisions of applicable Federal and State Child Labor Laws and must meet the state and federal equal opportunity requirements.

Limitations

This request and your response do not commit the NWC to accept your job or project(s) for funding, to pay any costs incurred in the preparation of your submission, or to procure or contract for services or supplies. The NWC reserves the right to accept or reject any and all proposals received, to negotiate with all qualified sources, or to cancel this request when it is in the best interest of the NWC to do so. The NWC may require additional information, changes, or assurances from qualified respondents, and by submission, the Training Worksite agrees to negotiate the same.

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Attachment List



- **Memorandum of Understanding (MOU)** Page 11 – The MOU outlines the mutually agreeable guidelines and basic principles under which the parties will work together to accomplish goals, Signatures of both parties (NWC and Training site) are required
- **Job Description Template** (for Trainee) Page 13 – This is a guide to assist in describing a NWC trainee’s work responsibilities, summarizing the main duties and responsibilities of the job, and should be on your agency’s letterhead.
- **Worksite Agreement** Page 15– The document completed with each training site supervisor and mutually agreed to by the trainee and NWC coordinator. It is specific to each trainee, and, together with the Job Description, outlines the conditions the trainee will be working under.
- **Foundation Skills and Workforce Skill Standards** Page 17 – Reference documents for assistance in completing the Job Description
- **COVID-19 Safety Plan Reference Materials** Page 19

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Northwest Workforce Council

MEMORANDUM OF UNDERSTANDING

This agreement is authorized pursuant to Title IB of the Workforce Innovation and Opportunity Act (WIOA, PL 113-128). Northwest Workforce Council (“NWC”) is a non-profit organization engaged in developing the workforce in Whatcom, Skagit, Island and San Juan Counties as authorized under the federal Workforce Innovation and Opportunity Act.

- NWC consists of business, labor, education and government representatives united in their efforts to address state and local economic development priorities.
- NWC partners with a wide range of employers to provide individuals meaningful work experience and the Training Worksites significant benefits.

NWC agrees to provide eligible workers (“Trainees”) to the Training Worksite under the following terms and conditions:

1. **Relationship.** NWC will provide Trainees to the Training Worksite at the Training Worksite’s request. The Training Worksite shall have the right to accept or reject a Trainee by notifying NWC. NWC will reassign/remove Trainees at the request of the Training Worksite.
2. **NWC Obligations.** NWC (not the Training Worksite) serves as the Trainee’s employer of record.
 - 2.1 NWC will pay all wages, payroll taxes, and benefits associated with the Trainee including Washington State Labor and Industries Industrial Insurance coverage.
 - 2.2 NWC will provide counseling to encourage positive program experiences in the manner specified by the Training Worksite, within the specifications of the Job Description approved by NWC.
 - 2.3 NWC will inform the Trainees of their rights and responsibilities to the Training Worksite and the NWC.
 - 2.4 NWC will ensure that the Trainees who are students engaged in educational activities continue such participation.
 - 2.5 NWC will monitor and evaluate all employment experiences provided to the Trainees.
3. **Training Worksite’s Obligations.** The Training Worksite will be responsible for supervising the Trainee once assigned to its location.
 - 3.1 The Training Worksite will define hours of work, specific duties, orient the Trainee accordingly, and receive a program orientation from the NWC.
 - 3.2 The Training Worksite will complete bi-weekly time record of the Trainee’s work and progress evaluations on performance.
 - 3.3 The Training Worksite will provide training and qualified supervisory personnel for each Trainee.
 - 3.4 The Training Worksite will provide supplies, equipment, and other work tools and facilities ordinarily provided by the worksite for the purpose of this agreement.
 - 3.5 The Training Worksite will post the Northwest Workforce Council’s valid *Washington State Minor Work Permit* in a visible location when the Trainee is a minor, and strictly abide by the rules and regulations for the employment of minors.
 - 3.6 The Training Worksite shall establish standards as to qualifications to operate its equipment. The Training Worksite shall be the sole judge of the qualifications of the Trainee in this respect.
 - 3.7 The Training Worksite will provide Trainees release time from work for participation in other pre-approved training activities.
4. **Legal Obligations.** NWC must also ensure that the following legal conditions are met by the training worksite.
 - 4.1 The Training Worksite will comply with the Federal and State law and Local ordinances relating to employment including Title VII the Civil Rights Act. The Training Worksite shall not discriminate against Trainees on the grounds of race, color, religion, sex, sexual orientation, national origin, disability, political affiliation or belief, age or solely because of their status as a Trainee.

- 4.2 The Training Worksite is required to ensure that the health and safety standards established under Federal and State law and otherwise applicable to working conditions of employees shall be equally applicable to working conditions of Trainees engaged in specific activities. The Training Worksite will also comply with the general requirements defined by the Department of Labor and Industries for the prevention of COVID-19 (<https://lni.wa.gov/forms-publications/F414-164-000.pdf>) and updates posted at <https://www.lni.wa.gov/safety-health/safety-topics/topics/coronavirus#requirements-and-policies>).
- 4.3 The Training Worksite represents that the training program will not result in the displacement of employed workers or those in layoff status or impair existing contracts for services or result in the substitutions of Federal or State funds for other funds in connection with that work that would otherwise be performed. The Trainee will not be assigned to a Training Worksite which is the subject of a labor dispute involving a work stoppage.
- 4.4 The Training Worksite represents that the Trainee will not be employed on the construction, operation or maintenance of that part of any facility which is used or will be used for religious instruction or worship.
- 4.6 The Training Worksite represents that the work activity does not involve political activity.
5. **Mutual Indemnification.** NWC shall indemnify Training Worksite against all loss, liability, claims, damage and expense, that may be asserted against or sustained by Training Worksite as a result of NWC's actions under this Agreement. Training Worksite shall indemnify NWC against all loss, liability, claims, damage and expenses, that may be asserted against or sustained by NWC as a result of Training Worksite's actions under this Agreement.
6. **Cancellation.** NWC or the Training Worksite may cancel this Memorandum of Understanding and the underlying relationship at any time by providing written notice.

Northwest Workforce Council and Training Worksite agree to these terms on the date(s) listed below.

Northwest Workforce Council

Training Worksite: _____

By: _____

Address: _____

Print name/Title

Email _____

By: _____

By: _____

Signature of Authorized Representative

Print Name/Title of Authorized Representative

Date: _____

By: _____

Signature of Authorized Representative

MOU valid for two (2) years from date shown above.

(Your Organization's Letterhead)

JOB DESCRIPTION TEMPLATE

For Individual or Crew

Name of Training Worksite:
Type of Business/Organization:
Contact Name & Telephone:
Contact e-mail:
Address:
City & Zip Code:

Job:

Worksite Location (where the work will take place):

Number of Interns:

Number of Supervisors on Project:

Name(s) of Supervisor(s):

Name of Alternate Supervisor:

Contact phone(s) during work hours:

JOB DESCRIPTION

General – *a brief description of what the work will accomplish:*

Work Schedule – *estimated schedule - Days / Hours per Day:*

Start Date:

End Date:

DUTIES AND RESPONSIBILITIES – *List the specific duties and tasks which will be the regular function and responsibility of the Trainee:*

REQUIREMENTS:

OCCUPATIONAL SKILLS– *List the minimum occupational qualifications initially required to do the work (e.g., keyboarding – 20 words/minute; lifting 30 lbs., etc.):*

List the specific workforce and occupational skills which will be learned:

- a. *Using the attached **Workforce Skill Standards** (see attachments, page 15-16), please check off the Workforce Skill Standards which you expect to be achieved during the training,*
- b. *O*Net (www.onetonline.org) can be used as a reference for identifying occupational skills.*

DRESS CODE - *Indicate appropriate attire including any safety gear required for the worksite.*

MATERIALS - *List the materials supplied by you; materials needed:*

EQUIPMENT PROVIDED – *Describe any applicable equipment, tools, and machinery the trainee will use, and applicable safety procedures for your workplace:*

JOB SITE TRANSPORTATION NEEDED – *Explain what transportation, if any, will be necessary; vehicles provided and estimated miles round trip:*

CONTINGENCY PLANS – *Briefly outline your alternate plans for the trainee when conditions prevent work from proceeding on the project, e.g.: weather conditions, accelerated completion, etc.*

ON SITE TRAINING AND FORMAL TRAINING – *Describe the training, instruction, and other related activities to be provided which will acquaint participants with technical skills, upgrade skills and enhance their employability; both on-site and/or formal training your place of business will provide or arrange for, including training to make trainee aware of the Training site’s procedures for the prevention of the transmission of the COVID-19 virus*

ADDITIONAL PROVISIONS – *List any work-enabling clothing/protective gear, licenses, etc., that are required to perform job duties.*

Authorized Signature

Print Name

Date

Title

WORKSITE AGREEMENT

Intern: Northwest Workforce Council 101 Prospect Street/P.O. Box 2009 Bellingham, WA 98227 Your Coordinator is:	Phone: Site: Supervisor: Phone:
Activity/ Options	Start and End Dates
Site Placement Wage Rate: Click here to enter text. Placement as (Job Title): Click here to enter text.	Schedule: Start Date: End Date:
Work Readiness Evaluation Work Readiness Profile (WRP)	WRP #1 Due: WRP #2 Due: WRP #3 Due:
Other:	
SPECIAL CONDITIONS	
<p>The goal of the training site is to build and develop skills. The evaluation of the trainee is documented through the "Work Readiness Profile" (WRP). Evaluations occur as outlined above. Regular contact, when feasible, between the Supervisor and Coordinator also provide timely and relevant information on the trainee's progress.</p> <p>Trainees must not be required to work more than 5 consecutive hours without an unpaid meal period of at least 30 minutes. Individuals must be allowed a paid rest period of not less than 10 minutes for each 4 hours worked.</p> <p>All employers are required to ensure that the health and safety standards established under Federal and State law are implemented at the worksite. Additionally, both the trainee and employer must comply with the general requirements defined by the Department of Labor and Industries for the prevention of COVID-19 (www.lni.wa.gov/forms-publications/F414-164-000.pdf and updates posted at https://www.lni.wa.gov/safety-health/safety-topics/topics/coronavirus#requirements-and-policies)</p> <p>Trainee will notify their supervisor at least 1 hour prior to work start time in the event of an absence or tardiness. Two unexcused absences will lead to termination from the worksite.</p> <p>Trainees must contact their Coordinator at least once every two weeks and notify promptly if there is any change in address, phone number or if they are experiencing problems that could affect work.</p>	

Signature indicates agreement with the specific training activities shown on this Agreement and the attached Job Description, and certification that the Supervisor has received and read the NWC Supervisor Manual, understands conditions therein, and has received an orientation as a training site from the Coordinator.

Worksite Supervisor	Coordinator Signature
Date	Date

I have participated in the development of this Worksite Agreement and agree to comply with the contents. I have received and read my Intern Manual and understand my responsibilities. Failure to comply with the conditions of employment may be cause for my termination. I authorize the parties of this agreement to release information related to this internship that includes information regarding attendance, performance, and skill certifications achieved. This release expires upon program completion and follow-up services.

Intern Signature	Date
------------------	------

15 | Northwest Workforce Council *Become a Training Worksite*

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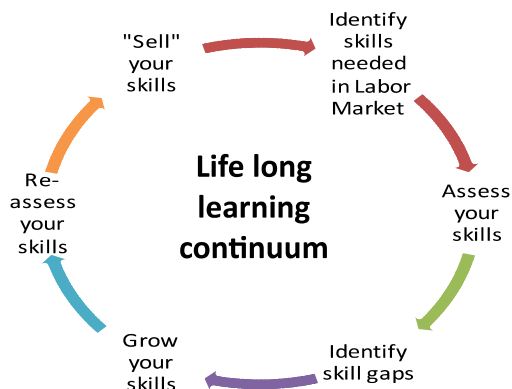
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FOUNDATION SKILLS

Employers Need People Who Have These Skills:

The **Foundation Skills** and **Workforce Skill Standards** represent the skills, attributes and characteristics employers in this community are looking for when hiring and promoting workers.



THINKING SKILLS

- ☐ **Creative Thinking**
 - Uses imagination freely; combines ideas or information in new ways, makes connection between seemingly unrelated ideas, and reshapes goals in ways that reveal new possibilities.
- ☐ **Decision Making**
 - Specifies goals and constraints, generates alternatives, considers risks, evaluates and chooses best alternative.
- ☐ **Problem Solving**
 - Recognizes that a problem exists (and that there is a discrepancy between what is and what should or could be); identifies possible causes; creates, implements, and revises plan.
- ☐ **Seeing Things in the Mind's Eye**
 - Organizes and processes symbols, pictures, graphs, objects or other information; for example, sees a building from a blueprint or the taste of food from reading a recipe.
- ☐ **Knowing How to Learn**
 - Recognizes and applies new knowledge and skills in both familiar and changing situations and is aware of learning tools (e.g. learning styles), formal learning strategies (e.g. note taking), and informal learning strategies (e.g. awareness of unidentified false assumptions that may lead to faulty conclusions).
- ☐ **Reasoning**
 - Discovers a rule or principle underlying the relationship between two or more objects; uses logic to draw conclusions.

BASIC SKILLS

- ☐ **Reading**
 - Locates and interprets technical vocabulary and key messages from written information in prose and documents.
- ☐ **Writing**
 - Communicates thoughts and key information in writing; records information completely and accurately.
- ☐ **Arithmetic**
 - Performs basic computation and makes estimates without a calculator; uses basic numerical concepts, including whole numbers, percentages, charts, etc. to display information.
- ☐ **Mathematics**
 - Approaches practical problems using mathematical techniques; expresses mathematical concepts orally and in writing; and understands the role of chance in the occurrence and prediction of events.
- ☐ **Listening**
 - Receives, interprets and responds appropriately to verbal messages and other clues such as body language; for example, to comprehend, to learn, to critically evaluate, to appreciate, or to support the speaker.
- ☐ **Speaking**
 - Organizes ideas and speaks clearly; communicates appropriate to listeners and situations; participates in conversations, discussions and group presentations; asks questions when needed.

PERSONAL QUALITIES

- ☐ **Responsibility**
 - Exerts a high level of effort and perseverance toward goal attainment; works hard to become excellent at doing tasks even when assigned an unpleasant task.
- ☐ **Self-Esteem**
 - Believes in own self-worth and maintains a positive view of self; demonstrates knowledge of own skills and abilities.
- ☐ **Social**
 - Demonstrates understanding, friendliness, adaptability, empathy and politeness in new and on-going group settings; asserts self in familiar and unfamiliar social situations.
- ☐ **Self-Management**
 - “Self-starter”; assesses own abilities accurately and sets well-defined and realistic personal goals; monitors progress toward goals and motivates self; exhibits self-control (responds unemotionally and non-defensively).
- ☐ **Integrity and Honesty**
 - Can be trusted; recognizes when faced with making an honest or dishonest decision based on values; understands the impact of violating organizational beliefs and chooses an ethical course of action.



WorkSource Skagit
2005 E. College Way, Mount Vernon

WorkSource Whatcom
101 Prospect Street, Bellingham

WorkSource Whidbey
265 NE Kettle St. Ste. 102, Oak Harbor



WORKFORCE SKILL STANDARDS

Employers Hire People Who Have These Skills:

RESOURCES

- ☐ **Time**
 - Articulates the organization's expectations for attendance and punctuality & adheres to them.
- ☐ **Money**
 - Uses or prepares budgets.
- ☐ **Materials & Facilities**
 - Acquire, store and distribute materials, supplies, parts equipment, space or final products efficiently.
- ☐ **Human Resources**
 - Distributes work, evaluates performance and provides feedback.

INTERPERSONAL SKILLS

- ☐ **Participates as a Team Member**
 - Works Cooperatively with others.
 - Contributes to group with ideas and suggestions.
 - Encourages and motivates an individual or group.
 - Demonstrates speaking, listening, writing and interacting skills sufficient to participate as an effective team member.
 - Communicates thoughts, feelings and ideas to justify a position.
- ☐ **Teaches Others**
 - Effectively organizes and presents information to teach others.
- ☐ **Serves Customers / Clients**
 - Works and communicates with clients and customers to satisfy their expectations.
 - Presents self in a positive manner.
- ☐ **Exercises Leadership**
 - Encourages, negotiates, and motivates an individual or group.
 - Responsibly challenges existing procedures, policies or authority.
- ☐ **Negotiates to Arrive at a Decision**
 - Works cooperatively with others to arrive at a decision.
 - Communicates thoughts, feelings and ideas to justify a position.
- ☐ **Works With Cultural Diversity**
 - Works well with all genders and with a variety of ethnic, social or educational backgrounds.

TECHNOLOGY & TOOLS

- ☐ **Selects Technology**
 - Understands various technologies to select which set of procedures, tools and/or machines produce desired results.
- ☐ **Applies Technology to Task**
 - Selects and analyzes information and communicates the results to others.
 - Selects and applies the most effective technologies to accomplish a task.
- ☐ **Maintains & Troubleshoots Technology**
 - Prevents, identifies and solves problems related to maintaining and troubleshooting technology.

SYSTEMS

- ☐ **Understands Systems**
 - Organizes, processes and maintains written or computerized records and other forms of information to better function within the system.
 - Articulates expectation for functioning within the social or organizational systems.
 - Identifies employer expectations and acceptable work behaviors and their effects.
- ☐ **Monitors & Corrects Performance**
 - Distinguishes trends.
 - Predicts impact of actions on system operations.
 - Analyzes problems within the system or organization and takes necessary action to correct performance.
- ☐ **Improves & Designs Systems**
 - Makes suggestions to modify existing systems to improve products or services.
 - Develops new or alternative systems.

INFORMATION

- ☐ **Acquires & Evaluates Information**
 - Identifies employer expectations and acceptable work behaviors.
 - Acquires community resources to achieve personal needs.
 - Identifies employer expectations for safe, efficient and productive use of equipment.
- ☐ **Organizes & Maintains Information**
 - Organizes, processes and maintains written or computerized records and other forms of information in a systematic fashion.
- ☐ **Interprets & Communicates Information**
 - Selects and analyzes information to make decisions and/ or to use forms and/or documents.
 - Communicates thoughts, feelings and ideas to justify a position.
 - Selects and analyzes information and communicates the results to others.
 - Effectively interprets and presents information during interviews and while teaching others.
- ☐ **Uses Computers to Process Information**
 - Employs computers to analyze and communicate information.
 - Organizes, processes and maintains computerized records and other forms of information.
 - Selects and analyzes information and communicates the results to others using computers.



WorkSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service: 711.

Revision 09/21/17

Covid 19 Safety Reference Materials

As part of the Washington's Safe Start reopening plan, local businesses are required to meet certain safety criteria based on recommendations from the Center for Disease Control and Prevention to open and remain open during the COVID-19 pandemic. To ensure the health and safety of our trainees, NWC is requesting that each employer that wishes to apply to become a Training Worksite provide an outline of how your business will incorporate the COVID-19 safety protocols into its daily operations.

Following are helpful links for the business to develop their COVID-19 safety procedures:

Washington State Department of Labor & Industries Guidance for the prevention of COVID-19 <https://www.lni.wa.gov/safety-health/safety-topics/topics/coronavirus> and general requirements defined by the Department of Labor and Industries for the prevention of COVID-19 (<https://lni.wa.gov/forms-publications/F414-164-000.pdf>)

The Governor's current guidance Washington State Coronavirus Response (COVID-19) <https://www.governor.wa.gov/issues/issues/covid-19-resources/covid-19-reopening-guidance>

Stop the Spread of Germs Poster

<https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>