Washington Service Corps (WSC) expects to achieve specific outcomes in the area of Job Training and other Skill Development Services and Workplace Readiness. As a site that selected this performance measure in your proposal, you have agreed, through the Request for Application/Request for Proposal process, to track and report your progress toward the goals described below.

**Statewide Goal**

**Output:** 1,200 unduplicated economically disadvantaged individuals will receive job training or other skill development services led or supported by AmeriCorps members.

**Outcome:** 900 (75%) of economically disadvantaged individuals who receive job training or other skill development services will indicate an improvement in workplace readiness.

**Instructions**

At the end of each quarter of the program year, your project will report on the following two questions:

**Question #1**

_____ of economically disadvantaged individuals who received job training or other skill development services led or supported by AmeriCorps members.

- **Economically disadvantaged:** Must be receiving or meet the income eligibility requirements to receive: TANF, Food Stamps (SNAP), Medicaid, SCHIP, Section 8 housing assistance OR have a poor credit score OR are at least 60 days behind on one or more personal/family accounts (documentation maintained at site level).
- **Job training:** occupational skill training delivered in an institutional or classroom setting or skill training provided in an experiential workplace setting (may be called on-the-job training or work experience). (Job Training Policy in the United States, the Upjohn Institute, 2004.)
- **Other skill development services:** Remedial Education such as Adult Basic Education, GED Education, Adult ESL Education, Classroom soft skills training that provides information about appropriate workplace behavior or job search skills. (Job Training Policy in the United States, the Upjohn Institute, 2004.)
- **Count each participant ONCE.** Report an unduplicated count of individuals completing the job training or skill development service for which they enrolled.
- Track all participants who take part in the training with course attendance records or activity logs. Service sites connected with the WorkSource System can utilize reporting database systems such as SKIES or other data management systems to ensure unduplicated counts of participants.

**Question #2**

_____ of economically disadvantaged Individuals surveyed will indicate improved workplace readiness.

- Depending on the service delivery site, individuals will indicate improved workplace readiness as determined by database criteria, or by completing a post-survey done at service site at the conclusion of training or skill development activities.

Documentation must be maintained confidentially for a period of 6 years from August 31, 2015 and be available for review upon request by WSC, the Washington Commission for National and Community Service and/or the Corporation for National and Community Service.

Submit the Quarterly Performance reports on or before 12/15/13; 3/15/14; 6/15/14; and 9/15/14.
## Tracking Data

- Total number of attendees: ________________
- Total number of surveys completed by attendees: ________________
- Total number of attendees who increased their knowledge based on survey results: ________________
- Total number of attendees who are defined as economically disadvantaged: ________________
Basic Computer Class Survey

This document will help us measure your basic knowledge of computers before and after taking this class. Please rate your knowledge by placing one X in the circles below. Your answers will be kept private.

1. What was the level of your knowledge of the basics of the computer, including how to move and control the mouse, the different keys of the keyboard and what a monitor is:

   BEFORE TAKING THIS CLASS?
   - None
   - Low
   - Medium
   - High

   AFTER TAKING THIS CLASS?
   - None
   - Low
   - Medium
   - High

2. What was the level of your knowledge of how to access and navigate the internet:

   BEFORE TAKING THIS CLASS?
   - None
   - Low
   - Medium
   - High

   AFTER TAKING THIS CLASS?
   - None
   - Low
   - Medium
   - High

3. On a range of 1-5; **one being the lowest and 5 being the highest**. Will this class help you to use the computer to find a job?

   1  2  3  4  5

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WorkSource is an equal opportunity employer and provider of employment and training services. Auxiliary aids & services are available upon request to persons with disabilities.
4. **Circle all that apply.** Do you receive or meet the income eligibility requirements to receive:
   - TANF
   - Food Stamps (SNAP)
   - Medicaid
   - State Children’s Health Insurance Program (SCHIP)
   - Section 8 Housing Assistance

   **Circle all that apply**
   - Poor credit score
   - At least 60 days behind on one or more personal or family accounts (bills)

5. What do you think was the most helpful part of the class?

6. What do you think was the least helpful part of the class?

7. Do you have comments, concerns or suggestions to share?

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Thank you for attending Basic Computer Training. We appreciate your participation!

WorkSource is an equal opportunity employer and provider of employment and training services. Auxiliary aids & services are available upon request to persons with disabilities.
Financial Literacy Survey

Credit
Before receiving financial literacy services, I understood credit.
No  Mostly No  Somewhat  Mostly Yes  Yes
After receiving financial literacy services, I understand credit.
No  Mostly No  Somewhat  Mostly Yes  Yes

Bank Accounts
Before receiving financial literacy services, I understood how to use a bank account.
No  Mostly No  Somewhat  Mostly Yes  Yes
After receiving financial literacy services, I understand how to use a bank account.
No  Mostly No  Somewhat  Mostly Yes  Yes

Budgeting
Before receiving financial literacy services, I understood how to budget.
No  Mostly No  Somewhat  Mostly Yes  Yes
After receiving financial literacy services, I understand how to budget.
No  Mostly No  Somewhat  Mostly Yes  Yes

Circle all that apply. Do you receive or meet the income eligibility requirements to receive:

- TANF
- Food Stamps (SNAP)
- Medicaid
- State Children’s Health Insurance Program (SCHIP)
- Section 8 Housing Assistance

Circle all that apply

- Poor credit score
- At least 60 days behind on one or more personal or family accounts (bills)
Financial Literacy Tracking Sheet

<table>
<thead>
<tr>
<th>Name</th>
<th>Type of Training</th>
<th>Date of Training</th>
<th>Domain</th>
<th>Survey Results</th>
<th>Economically Disadvantaged</th>
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Key for types of Training:  B = Budgeting; S = Savings Account; CL = Credit and Loans; OB = Online Banking; CC = Check Cashing

Key for types of Domain:  G = Group; I = Individual

Key for Survey Results:  I = Improved; N = Not Improved. A minimum of one level of increase constitutes an improvement

Key for Economically Disadvantaged: Y = Yes; N = No. Must circle at least one indicator on list to be counted.
Job Readiness Survey

Job Applications
Before receiving job training and other skill development services, I could fill out a job application.
No  Mostly No  Somewhat  Mostly Yes  Yes

After receiving job training and other skill development services, I can fill out a job application.
No  Mostly No  Somewhat  Mostly Yes  Yes

Job Interviews
Before receiving job training and other skill development services, I felt prepared to go to a job interview.
No  Mostly No  Somewhat  Mostly Yes  Yes

After receiving job training and other skill development services, I feel prepared to go to a job interview.
No  Mostly No  Somewhat  Mostly Yes  Yes

Resume Writing
Before receiving job training and other skill development services, I understood how to write a resume.
No  Mostly No  Somewhat  Mostly Yes  Yes

After receiving job training and other skill development services, I understand how to write a resume.
No  Mostly No  Somewhat  Mostly Yes  Yes
Employer Expectations

Before receiving job training and other skill development services, I understood what was expected of me at a job.

No    Mostly No    Somewhat    Mostly Yes    Yes

After receiving job training and other skill development services, I understand what is expected of me at a job.

No    Mostly No    Somewhat    Mostly Yes    Yes

Circle all that apply. Do you receive or meet the income eligibility requirements to receive:

- TANF
- Food Stamps (SNAP)
- Medicaid
- State Children’s Health Insurance Program (SCHIP)
- Section 8 Housing Assistance

Circle all that apply

- Poor credit score
- At least 60 days behind on one or more personal or family accounts (bills)
### Job Readiness Tracking Sheet

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</table>

**Key for types of Training:**  
- A = Job Applications;  
- I = Job Interview;  
- R = Resume Writing;  
- W = Workplace Behavior

**Key for types of Domain:**  
- G = Group;  
- I = Individual

**Key for Survey Results:**  
- I = Improved;  
- N = Not Improved. A minimum of one level of increase constitutes an improvement

**Key for Economically Disadvantaged:**  
- Y = Yes;  
- N = No. Must circle at least one indicator on list to be counted.