

## Sample Instrument

### JOB PLACEMENT SERVICES

#### Economic Opportunity Focus Area

**Outcome:** Number of unduplicated economically disadvantaged individuals placed in jobs (O10).

#### Sample Instrument

##### *Client Placement Log*

This instrument can be used to track the number of individuals who received job placement services that are hired in a new job, including the date of hire. The log does not collect details such as the type of employment or whether it is permanent or temporary, full time or part time, in or out of the area, or any information on wages. Consider tracking this information for your program records.

## Client Placement Log

### Instructions

What is the purpose?	To determine how many individuals that received job placement services are hired in a new job.
Who should complete this instrument?	Trained staff or service providers can complete the instrument.
When should we complete this instrument?	As clients who completed the services are placed in jobs and proof of employment documents are reviewed.
What should we do to prepare?	You may want to obtain copies of documents for proof of hire in a new job in addition to having staff sign off that they have reviewed the document. If you collect these documents, they should be stored in a safe place and kept confidential.
What should we do afterwards?	Keep copies "Client Placement Logs" in a safe place; <b>these are your data</b> . You will aggregate this data later to determine if you met your outcome targets.
Can I use an alternative instrument?	Different forms can be developed/used to document unduplicated individuals who are hired in a new job. For example, you may want to develop an Excel spreadsheet to keep records of clients and use the "sort" function to check for duplication. However, whether your instrument is in paper format or electronic format, remember to save the "raw" data as proof that a systematic process was used to document the outcome.

## Client Placement Log

**Job Placement Program Name:** \_\_\_\_\_

**Person completing this Log:** \_\_\_\_\_ **Dates:** \_\_\_\_\_

**Instructions:** For each client served, complete the Client, Employment, and Documentation information. This information will document that the client was hired in a new job and can be counted toward the outcome target.

Client			Employment		Documentation <sup>1</sup>		
Last Name	First Name	Date client received service	Enter "1" if hired in a new job	Date of hire	Document type	Staff reviewer	Date of staff review
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							

**Outcome Total:** Number of unduplicated individuals that completed job placement services and were hired in a new job: \_\_\_\_\_. Count each individual only once, even if they were placed in more than one job. Do not count individuals that were hired in a new job but did not complete services.

<sup>1</sup> Suggested documents: Copy of acceptance letter from employer or copy of first pay stub.