

## Sample Instrument

### JOB PLACEMENT SERVICES

#### **Economic Opportunity Focus Area**

**Output:** Number of unduplicated economically disadvantaged individuals receiving job placement services (O3).

#### **Sample Instrument in this Packet**

##### ***Client Services Log***

This log collects output data on clients who enroll in the program and complete at least one “course” (job training component, such as GED courses or skill training in a particular area). This instrument only contains space for two courses per client. You are encouraged to develop an Excel spreadsheet with room to add more courses and services, and use the spreadsheet to document unduplicated clients.

## Client Services Log

### Instructions

|  |  |
|--|--|
| What is the purpose?                     | To determine how many individuals completed the job placement services for which they enrolled.  |
| Who should complete this instrument?     | Trained staff or service providers can complete the instrument.  |
| When should we complete this instrument? | As clients enroll in job placement services, and after course/training has finished.   |
| What should we do to prepare?            | <b>You must take attendance or have access to attendance records</b> to determine whether clients completed services after enrolling. Decide in advance how many classes/trainings clients must attend to “complete” service (e.g. client must attend at least 8 or 10, or 80% of classes in Course X). Be sure that individuals who participate in more than one service (course, class, training) are only counted once during the program year.   |
| What should we do afterwards?            | Keep a copy of attendance records and “Client Services Logs” in a safe place; <b>these are your data</b> . You will aggregate the data later to determine if you met your output targets.  |
| Can I use an alternative instrument?     | Different forms can be developed/used to document unduplicated individuals who participate in your job placement services and complete the program. For example, you may want to develop an Excel spreadsheet to keep records of clients’ attendance in courses, 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 output. |

## Client Services Log

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

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

**Instructions:** For each client served, enter the name, courses attended, and course dates. Enter a “1” if the client completed the service (i.e. attended the minimum number of classes/trainings). Clients that completed job placement services can be counted toward the output target.

| Client              |            | Service (Trainings or Course) (1) |                           |                          |                           | Output                                 |
|---------------------|------------|-----------------------------------|---------------------------|--------------------------|---------------------------|--|
| Last Name           | First Name | Training/<br>Course Name          | Training/<br>Course Dates | Training/<br>Course Name | Training/<br>Course Dates | Enter “1” if<br>completed <sup>1</sup> |
| 1.                  |            |                                   |                           |                          |                           |  |
| 2.                  |            |                                   |                           |                          |                           |  |
| 3.                  |            |                                   |                           |                          |                           |  |
| 4.                  |            |                                   |                           |                          |                           |  |
| 5.                  |            |                                   |                           |                          |                           |  |
| 6.                  |            |                                   |                           |                          |                           |  |
| 7.                  |            |                                   |                           |                          |                           |  |
| 8.                  |            |                                   |                           |                          |                           |  |
| 9.                  |            |                                   |                           |                          |                           |  |
| 10. <i>Add rows</i> |            |                                   |                           |                          |                           |  |

**Output Total:** Number of unduplicated individuals that completed job placement course: \_\_\_\_\_.

<sup>1</sup> Client completed the service if he/she attended at least \_\_\_\_% of classes/trainings, based on attendance records.