



Assessment Process Kalamazoo/St. Joseph MWA

NWLB assessment process is individualized and results in a training/employment plan that is developed jointly by the participant and case manager. The individual must bring to the process the motivation and personal initiative that will result in an accurate and timely assessment and movement into an approved training program.

The case manager will provide the information and support that will move the participant quickly and successfully to completion of training.

Assessment is an ongoing and simultaneous process and consists of three areas of content: 1) Eligibility determination, 2) Suitability for accredited, in-demand training, and 3) Employability as a result of the training.

Eligibility Determination

An individual must,

- Attend a NWLB Orientation Meeting – set up by contacting the local Kalamazoo or St. Joseph Service Center <http://www.upjohninst.org/miworks/aboutus.html>
- Complete the intake questionnaire, training / employment goals at the orientation.
- Initiate contact with case manager.
- Provide additional documentation as requested to enable a determination of eligibility for one or more available workforce programs.

Suitability for Accredited, In-demand Training

An individual,

- Will explore training on the approved training program list (Career Education Consumer Report [CECR]) <http://www.mycareereducation.org/index.asp>
- May be required to complete a Free Application for Federal Student Aid (FASFA), <http://www.fafsa.ed.gov/> if training is at an institution that accepts the Pell Grant. FASFA completion can also be done at the KVCC or Glen Oaks Campus.
- May be required to complete one or more assessments administered by Michigan Works and/or training institutions. Assessments are used to determine interests; basic education skill levels; academic suitability to pursue the desired training; etc.
- Will maintain contact with case manager to assure that the individual is committed to their participation in training and is suitable in all aspects for the successful completion of the training plan and leads to the acquisition of sustained employability.

Employment

An individual must,

- Explore Michigan and Kalamazoo-St. Joseph area Labor Market Information at <http://www.milmi.org>
- Use Kalamazoo-St. Joseph Career Outlook through 2014 brochure available at the Service Center.
- Review and discuss the current in-demand occupations with case manager .
- Use available employment opportunities from the Michigan Talent Bank, local newspapers, or local employer.

The assessment process is designed to move participants successfully into certified training that leads to sustained employment in our local area, for which the participant is suited for both academically and personally.