Section Three: Career and Workforce Development

Both of the evaluation tools in this section are self report instruments. Self report simply means that the youth themselves are providing feedback to you as to their gain in knowledge or skill. You are not actually administering a knowledge or skills test.

The tools in this section are also written at the 6th grade and above reading level (Flesch-Kincaid Readability Test). Therefore, these tools should NOT be used with youth in grades K through 5 unless the wording is changed to the appropriate readability level.

I. What is the Career Preparation Knowledge tool about?

A report written by the Secretary's Commission on Achieving Necessary Skills (SCANS Report on America 2000) examined the demands of the workplace and whether our country's young people are capable of meeting these demands. The report defines the workplace competencies and foundation skills required for effective job performance. The report lists the basic skills, thinking skills and personal qualities that young people need to develop to be successful in careers. The basic skills primarily include reading, writing, and math. This tool will assess whether youth in your Workforce Prep program are learning about the importance of math skills, and how courses such as English can help prepare them for careers. The thinking skills involve decision making, communication, etc. These skills will be addressed in the Personal Development section of this toolkit. Personal skills relate to work ethic and values. This tool also contains statements that assess whether youth are learning about the importance of being on time, completing tasks, etc.

How do I analyze and report results for the Career Preparation Knowledge tool?

Questions 1-13

Objective: By the end of the 4-H year, X% of the Z youth participating in the 4-H Career Prep program will indicate that they learned the type of education and training they need for a career; colleges and trade schools that offer the education and training; (or whichever knowledge area you are focusing on)

Reporting: Report the % of youth responding “yes” to the items.

II. What is the Job Search tool about?

Preparing youth to move from school to work has become a national issue. In fact, the National Center for Workforce Preparation is a division of National 4-H Council. The National Center for Workforce Preparation is dedicated to helping young people acquire basic skills, explore career opportunities, and gain experience in the workplace. An important aspect of Workforce Preparation involves teaching youth how to search for and obtain a job. The job search involves several critical components such as researching potential employers, resume writing and distribution, and interviewing. This tool is used to assess whether youth in your program are learning those critical knowledge and skills related to searching for a job.

How do I analyze and report results for the Job Search tool?

Questions 1-15

Objective: X% of the Z youth participating in the 4-H Workforce Prep program will indicate that they learned what to include on a resume; how to dress for an interview; how to write a cover letter; (or whichever knowledge or skill area you are focusing on)

Reporting: Report the % of youth responding “yes” to the items.