

OhioTechNet: Participant Process Outline

Outreach

- Ohio Association of Foodbanks direct WEP referrals
- Ohio Association of Foodbanks monthly program intake sessions
- Columbus Urban League Workforce Development Bootcamps
- Columbus Urban League EmpowerU Sessions
- Columbus Urban League direct referrals from Workforce Development and Career Services Department
- Columbus Urban League monthly Advanced Manufacturing info session
- Onsite info sessions with various community partners such as Action for Children Father 2 Father, Flex Community High School and St. Stephens Community House Quarterly Community Stake Holder Meeting

Background Process

Non-Foodbank Participants

- Provided w/ a link that that request they complete a student questionnaire and background check
- Student Conduct reviews questionnaire and background check to determine if an in person interview is required
- Student Conduct makes college acceptance recommendation

Foodbank Participants

- Request previously completed background check from Foodbank intake session
- Provided w/ a link that that request they complete a student questionnaire
- Student Conduct reviews questionnaire and background check to determine if an in person interview is required
- Student Conduct makes college acceptance recommendation

Orientation

- Schedule a time to meet on campus usually the Thursday before class start date
- Introduce students to Trevor (lab staff) and course instructor
- Provide a tour of the IST Lab and brief description program with desired outcomes
- Complete OhioTechNet intake form, community partner contract and Dress For Success / My Brother's Closet paperwork
- Make sure they have all contact information for Career Facilitator

Retention

- Career Facilitator: Visit class each week to ensure attendance and check-in with students individually

- Call students to make sure they are not dealing with any outside challenges that could become potential barriers to completion
- Speak with students about long term goals and help with game plan on how to reach those goals
- Call and email students who miss a class to help prevent future occurrences
- Connect students with community organizations to help eliminate current or perceived barriers

Placement

- Provide resume review and make referrals to career services for more in-depth review
- Provide job leads to current openings in the area
- Refer students for work and learn opportunities with partner employers

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