Building partnerships to create workforce opportunities that cultivate business, grow jobs, develop people, and build community.

Board of Directors and Elected Officials Consortium Meeting
Thursday, February 15, 2024, 10:00 a.m. – 12:00 p.m.
Harrisonburg City Hall, Room 11, 409 South Main Street, Harrisonburg, VA

10:00 – 10:15   **Call to Order**   Randy Doyle
- Roll Call (Board and Consortium)   Sharon Johnson
- Quorum Status (Board and Consortium)
- Chair Opening Remarks   Randy Doyle

10:15 – 10:30   **Consent Agenda (Board Vote)**   Randy Doyle
- Board Retreat Minutes November 16, 2023 **(Board Vote)**
- Decision Brief: Tax Return (Form 990) **(Board Vote)**
- Decision Brief: Eligible Training Provider **(Board Vote)**
- Decision Brief: Virtual Meeting Policy **(Board Vote)**
- One Stop Operator Report
- Business Services Report

Consent Agenda (Consortium Vote)   Brian Shull
- Board and Consortium Minutes 2023

Workforce Initiatives and Strategic Discussion   Randy Doyle
     Sharon Johnson
10:30 – 11:00   **Regional Economic Business Perspective (Board Discussion)**
- ➢ *What economic trends are you seeing within your business or organization?*
- ➢ *How is your business or organization preparing for the next 18 months?*

11:00 - 11:30   **Network to Work (N2W)**   Tristan Walters
- o Metrics and Staffing Update
- o Job Seeker Coach Perspective   Shauna Cox
- o Childcare Strategy
- o Car Loaner Fleet **(Board Discussion)**   Sharon Johnson
- ➢ *Should the SVWDB be adding this service as part of the supportive services we already provide for transportation?*
- ➢ *What do you think will be the challenges and concerns?*
- ➢ *Due to the threat to funding, what are proposed next steps?*

11:30 – 11:50   **Valley Internship Experience Workgroup (VIEW)**   Mary Sullivan

11:50 – 12:00   **Other Business and Public Input**   Randy Doyle

12:00   **Adjournment**   Randy Doyle

Next Meeting: SVWDB Board of Directors and Elected Officials Consortium
Thursday, May 16, 2024, 10:00 a.m. – 12:00 p.m., Harrisonburg City Hall, Council Chambers

Public Input Rules and Guidelines

1) Citizens desiring to speak during the public input period must sign in on the Public Input Sign-in sheet to provide information which includes printed name, organization (if applicable) and input topic. This will allow for citizens to be recognized by the Chairman of the Board or Consortium during the Public Input period.

2) Individuals should stand when recognized by the Chairman of the Board or Consortium; speak their name, organization (if applicable) and input topic.

3) Individuals should direct input to the Chairman of the Board or Consortium.

4) Individuals are limited to no more than three (3) minutes. The time limit applies per individual and not per topic. Individual input to address multiple topics is limited to five minutes.

5) Individuals representing a group of citizens are limited to five (5) minutes; members comprising the group represented forfeit their individual time to speak.

6) When there are multiple individuals requesting time for public input on a single topic and the input is the same, at the Chairman of the Board or Consortium's discretion, the number of speakers may be limited in order to make effective use of Board or Consortium member's time and to allow an opportunity for input on multiple topics to be heard by the Board or Consortium.

7) All citizens are strongly encouraged to put their comments in writing to the Board or Consortium prior to the meeting for inclusion in the meeting materials. Such written comments should be submitted to the SVWDB office the Monday prior to the Board or Consortium meeting.

Building partnerships to create workforce opportunities that cultivate business, grow jobs, develop people, and build community.

Board of Directors Retreat

Thursday, November 16, 2023, 10:00 a.m. – 2:00 p.m.

**Harrisonburg City Hall, Rooms 11 & 12, 409 South Main Street,
Harrisonburg, VA**

Welcome and Call to Order: Chair Jeff Stapel called the meeting to order at 10:00AM. There was a quorum present for the Board but not for the Consortium. The Roll Call is attached.

Present	Absent	Name	Public/Private
x		**Cindy Bolan**	Private
	x	**Sandy Stowers**	Private
	x	**Steve Burnette**	Private
	x	**Meredith Mathis**	Private
x		**Michael Crider**	Private
x		**Randy Doyle**	Private
x		**Jo Lee Loveland Link**	Private
x		**Elizabeth Fuchs**	Private
x		**Elizabeth Savage (Alternate Lisa Spencer)**	Private
	x	**Corey Sheridan**	Private
x		**Yolanda Shields**	Private
x		**Jeffrey W. Stapel**	Private
x		**Debby Hopkins**	Private
	x	**Mary Staubus**	Private
	x	**Bob Huch**	Private
	x	**Victoria Zabala**	Private
9	7	**16 Private/Quorum 8**	
	x	**John Albert**	Public
	x	**Courtney Thompson**	Public
x		**Sharon Baroncelli**	Public
	x	**Jeanian M. Clark**	Public
x		**John Downey (Alternate Dave Urso)**	Public
x		**John Rainone**	Public
x		**Kevin Hutton (Alternate Sandy Rinker)**	Public

x		**John Jackson**	Public
x		**Sharon Hetland**	Public
	x	**Celest Williams**	Public
	x	**Jay Langston**	Public
x		**Katy Parrish**	Public
x		**Chris Hurley**	Public
x		**Lorne Seay**	Public
9	5	**14 Public/Quorum 7**	

Staff Present: Sharon Johnson, Tristan Walters**,** Tara Bishop, Natalie Nelson

WIOA Business: Jeff and Sharon introduced the Consent Agenda to the Board. There was a quorum of the Board present. Katy Parrish made the motion to accept the Board of Directors Meeting Minutes as presented and Liz Fuchs provided the second. There was no further discussion and the motion passed unanimously. The Executive Committee Meeting Minutes were also presented for approval. Randy Doyle made the motion to accept the minutes as presented, and Christopher Hurley provided the second. There was no further discussion and the motion passed unanimously.

Sharon Johnson shared the status of WIOA Funding with the Board Members present and discussed this year's current allocations, and how a potential federal shutdown would not impact our current program allocations. Right now, we have already received this year's allocations (shared in the Meeting Packet) and the shutdown would not make any changes to that amount. The current budget discussions will affect next year's allocations, and we are anticipating additional cuts.

Since the last Board Meeting, there has been a transition in the Finance Department. Evan Robertson has stepped down from the role of Finance Director and left the organization. Stephanie Branner has been promoted to that role and is working with Evan to transition completely. The role that Stephanie previously held as General Accountant will not be filled.

Tristan Walters provided an update for the Harrisonburg Center; the center is open to walk in traffic and the Virginia Employment Commission is serving customers by appointment. In November the center saw its highest traffic numbers of 508 people. We are continuing to look at a potential new space at the Daily News Record building, but that would require a complete build-out, so the timeline is uncertain at this point. Sharon Johnson provided an update about the Winchester Center; currently the center has 5 partners, and we are hoping to maintain a center/presence in the area. Unfortunately, due to different leadership styles/partnership styles, it is proving to be a challenge. We are working with the Virginia Employment

Commission Directors on all options for that center. Currently SVWDB staff are working remotely while we work through these challenges. Christopher Hurley provided an update for the Fishersville Center; after a litany of unforeseen delays, the center is almost ready for reopen and a grand reopening will be scheduled.

The staff at the centers have also been working with unemployed customers due to an increase in closures/layoffs. Some of the employers include Virtex, Sunlight Plastics, Yellow Trucking, and Biosteel/Flow Hydration. Rapid Response is working with all employers and communicating regularly with center staff. Sharon Johnson posed the question to the Board if it would be helpful for employers to have this information, and it was a unanimous yes.

The Slate of Officers for elections were presented to the Board of Directors for vote (document is available in the 11.16.2023 Board Meeting Packet). Sharon Baroncelli made the motion to accept the slate as presented and Michael Crider provided the second. There was no additional discussion, and the slate was accepted unanimously.

Sharon Johnson presented the opportunity for Board Members to join two new committees that will need to be staffed: the Finance Committee and Operations Committee (Workforce Services Delivery) Committee. General information was provided to Board Members in the hope to gauge interest for participation. The hope is that the committees will be working committees, and then information and recommendations will be presented to the Board for overall approval.

The Conflict-of-Interest Policy was presented to the Board for approval. It is a revision to an existing policy. Sharon Baroncelli made the motion to approve the policy as presented. Katy Parrish provided the second and no further discussion and the motion passed unanimously.

Sharon Johnson presented the list of proposed Board Meeting dates for 2024. Board meetings will be moving to the third Thursday of the second month of the quarter, versus last year when they were held in the third month of the quarter. This will hopefully increase participation by removing meetings from the holiday heavy months.

Network2Work: Sharon Johnson reviewed the current funding structure for Network2Work. The SVWDB will have state awarded grant funding ($1,000,000) to support Network2Work until the funds are totally expended, or until June 2025. Previously, Network2Work was part of the Workforce Agency Transition in Virginia. Recently, the program was removed and will not continue to receive state funding. In an effort to promote program sustainability, the Network2Work team has been working diligently to secure their place in the Shenandoah Valley Workforce System, and has had great success in doing so. Network2Work staff were

hired in June/July of 2023. Enrollments and Partner Onboarding started in October of 2023 after encountering some challenges with data input into the system. Since October, Network2Work in the Valley has served 45 individuals, with 2 obtaining employment successfully. There are 21 active providers in the Network, 27 jobs posted, and 9 employer partners. There are 50 advocates that are providing referrals throughout the Shenandoah Valley. The supporting services budget per individual is lower than other state programs due to the intent to purposefully leverage funds with the providers in the network. That has proved to be a challenge since there are some areas that we do not have local funding for transportation and childcare. To continue moving forward successfully, Network2Work in the Valley has identified these areas of support in their Vision Moving Forward. Project Director, Tristan Walters, has been working with the Virginia State Department of Social Services to create a pathway on the platform to become a Licensed Childcare Provider in Virginia. Additional information is needed, but we hope to have the job active on the platform by the end of March 2024. Another potential program to assist working mothers would be more remote work opportunities on the platform. To assist in transportation in the Valley, the team is working with Network2Work founder Ridge Schuyler on the next steps needed to set up a Loaner Fleet of vehicles in the Shenandoah Valley. This would involve working with a local dealership to transfer titles of donated vehicles to qualifying job seekers for their own use for 6 months. They would be responsible for putting gas in the vehicle and remaining in contact with their job seeker coach to ensure proper maintenance can be conducted. The hope is that during this time, the job seeker is saving money to purchase their own vehicle. After 6 months, the vehicle will be reassigned to another job seeker in need. Another necessary addition to the program will be hiring another Job Seeker Coach. This Coach will more than likely be in the Staunton/Augusta/Waynesboro area. The overall vision of Network2Work is to expand to the entire Shenandoah Valley, but this will be a gradual progression.

Network2Work in the Valley requested input and discussion from Board Members to either affirm or question the direction of the vision moving forward. Overall, Board Members were supportive of the vision and offered other suggestions to support them. The only concern was the rate of expansion to other areas, but additional funding will need to be secured before it continues. Another area of concern was the option of Remote Work and the implications that may follow if a mother needed their children home with her all day during working hours.

Workforce Initiatives to Support Employers: Due to cuts in funding, the WIOA program has transitioned to prioritizing work-based learning as our primary method of training (On the Job Training, Work Experiences, Paid Internships and Apprenticeships). Sharon Johnson and Tristan Walters presented the differences between each work-based learning program and opened the option to visit employers on site to discuss partnership opportunities. Tristan Walters introduced Natalie Nelson as a point of contact for all Work Based Learning activities.

State Workforce Plan Stakeholder Input Session – Friday, 12/1: Sharon Johnson informed the Board Members that the State Workforce Plan Stakeholder Input Session is being hosted at Blue Ridge Community College on Friday, 12/1. This invitation is extended to any Board Member that would like to participate. Sharon Johnson reviewed the questions that will be covered at the session.

Adjournment: The meeting was adjourned at 2:00PM and there was no request for public input.

Respectfully submitted,
Tristan Walters

Shenandoah Valley Workforce Development Board

BOARD DECISION BRIEF
Tax Return (Form 990)

Date: February 15, 2024

Reference: Our tax return (Form 990) must be reviewed and approved by the Board annually.

Background: After completing our annual financial statement audit, our auditor (Robinson, Farmer, Cox Associates, PLLC) prepared our annual tax return. The tax return was prepared based on the audited financial information provided to the auditors with input from the Finance Director as needed. A copy of the tax return can be found on the SVWDB's website at https://vcwvalley.com/.

Issues: The tax return was signed by the SVWDB Chair, Randy Doyle, and filed in December 2023. The February meeting is the first Board meeting since the completion of the 2022 tax return.

Summary: The Finance Director recommends that the Board approves the 2022 tax return for the year ended June 30, 2023.

Action Needed: A motion to approve the tax return as presented.

Effective Date: February 15, 2024

Shenandoah Valley Workforce Development Board
DECISION BRIEF – New Provider/Program
Eligible Training Provider List (ETPL)

Date: February 15, 2024

Background: The WIOA established the eligible training provider process as part of the overall strategy to ensure informed customer choice, performance accountability, and continuous improvement. WIOA legislation requires that to provide occupational skills training supported through an Individual Training Account (ITA), training providers and their specific programs must be included on the state-maintained eligible training provider list (ETPL). WIOA sets forth the requirements and general process by which training programs can be included on the state ETPL by validating that all listed providers and their programs have met minimum state standards. Local Workforce Development Boards (LWDBs) receive, review, and approve training providers and their programs. They must also ensure that data elements related to the initial application, continued eligibility, and performance information regarding approved providers and programs are entered into the supported state system. It is important to note that the requirements established for inclusion on the ETPL only apply to training services funded through the issuance of an ITA.

Reference: VBWD 404-01, Change 1

Purpose: The purpose of the decision brief is to notify the SVWDB that staff has evaluated an initial training provider and program application package on behalf of JobWorks, Inc. for submittal to the board for certification and approval to be placed on the ETPL. The training provider is an out-of-state training provider based in Maryland and is seeking approval/certification by the SVWDB for the opportunity to be placed on Virginia's ETPL. Virginia does not have a reciprocity agreement with Maryland, so as required by state policy, JobWorks, Inc. must follow the same application process for initial eligibility and renewal process as in-state providers.

Furthermore, the state implemented performance reporting and data collection of **all student** data for each program to be directly submitted to the state. Ultimately this data is compiled and reported to the federal government as required. So, in order for programs to remain on the ETPL, all eligible training provider programs must annually provide performance data to the state. Training providers with programs on the ETPL are due to submit to the state the **PY 23** performance reporting and data collection in **July of 2024**. JobWorks, Inc. has provided performance data reported to Maryland for PY 2022 in their initial eligibility package and agrees to provide the required data to Virginia on an annual basis.

Issues: Staff observed that the training program is often offered for free or at a much lower cost from other providers for the same or similar program. The program prepares participants to take a knowledge-based exam for certification. At this time, no participants have requested this provider or the program. However, these issues do not prohibit the training provider and program from being approved to be placed on the ETPL.

Recommendations: After staff review of the training provider application, there are no outstanding application requirements and no problems were identified. Because this provider is an online training provider, no site visit is required.

Action Suggested: A vote to approve or not approve JobWorks, Inc. to be added to the Eligible Training Provider List.

Effective Date: 02.15.2024

Summary: Based on Board action, training provider may or may not be added to the Eligibile Training Provider List.

Date: February 15, 2024

Reference: OP 24-01 Member Participation by Electronic Means

Purpose: Under the **Virginia Board of Workforce Development's (VBWD) 100-04 Change 2 Policy**, "Local Workforce Development Boards must have a written policy, adopted by a recorded vote, that describes the circumstances under which an all-virtual public meeting will be held and the circumstances that remote participation at an in-person public meeting will be allowed that adheres to **Virginia Code §2.2-3708.3**. The policy must describe the process the board members will use to request remote participation, the process for approving or denying requests, and the process for documenting requests and decisions. The policy must state the number of times remote participation for personal matters or all-virtual public meetings can be used per calendar year, not to exceed the limitation outlined in §2.2-3708.3.

Issues: N/A

Recommendations: Board staff recommend the Board review the draft policy for approval.

Action Suggested: A motion and vote to approve the OP 24-01 Member Participation by Electronic Means Policy to comply with the VBWD 100-04 Change 2 Policy and the Virginia Code §2.2-3708.3.

Effective Date: February 15, 2024

Shenandoah Valley Workforce Development Board, Inc.

Policy and Procedure

Title:	Member Participation by Electronic Means Policy	**Number:**	OP 24-01
Effective Date:	February 15, 2024	**Revised:**	

Purpose
The Shenandoah Valley Workforce Development Board (SVWDB) issues this guide to Board and Committee member participation electronically instead of attending a public in-person meeting. It provides guidance for holding virtual public meetings.

Reference
Virginia Code §2.2-3708.3
Virginia Board of Workforce Development (VBWD) 100-04 Change 2 Participation by Electronic Means

Description
According to the **VWDB 100-04 Change 2 Policy** and the **Virginia Code §2.2-3708.3**, the SVWDB is implementing this policy, which describes the circumstances under which an all-virtual public meeting may be held and the circumstances that remote participation at an in-person public meeting will be allowed. This policy describes the process the board members will use to request remote participation, the process for approving or denying requests, and the process for documenting requests and decisions.

Procedure
It is the policy of the SVWDB that members may participate in meetings of the Board by electronic means as permitted by Virginia Code §2.2-3708.3. All persons virtually attending meetings shall be afforded the same opportunity to address the public body as persons attending the primary or central location. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. This policy also applies to all committees and subcommittees of the SVWDB.

The member requesting remote participation must notify in writing, prior to the meeting, the board's Executive Director and Chair of the need to participate remotely due to one of the following reasons;

i. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
ii. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance;
iii. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
iv. The member cannot attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. No member may use remote participation due to personal matters, more than two meetings per calendar year, or 25 percent of the meetings held per calendar year rounded up to the following whole number, whichever is greater.

All remote participation requests and the decision and justification to approve or disapprove remote participation shall be communicated in writing by the Board's Executive Director after consultation with the Board's Chair and shall be documented in the meeting minutes as described in §2.2-3708.3. Remote locations need not be open to the public and may be identified in the minutes by a general description.

The SVWDB may hold all virtual public meetings. The decision to have an all-virtual public meeting shall be made by the Board's Executive Committee. The basis for the decision to hold an all-virtual public meeting shall be documented in the Executive Committee's minutes.

An all-virtual public meeting must adhere to the guidance in §2.2-3708.3 C.

    i.   The required meeting notice must identify that the meeting will be all-virtual and includes a statement that the meeting method will not change unless the public body provides a new meeting notice in accordance with the provision of §2.2-3707;

    ii.   Public access to the all-virtual public meeting is provided via electronic communication means;

    iii.   The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and when audio-visual technology is available to see the members of the public body as well;

    iv.   A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;

    v.   A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;

    vi.   The public is allowed to comment through electronic means, including by way of written comments at those public meetings in which public comment is customarily received;

    vii.   No more than two members of the public body are together in any one remote location unless that remote location is open to the public to access it physically;

    viii. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by subsection D of §2.2-3712;

    ix.   The public body does not convene an all-virtual public meeting
(a) more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the following whole number, whichever is greater, or
(b) consecutively with another all-virtual public meeting; and

    x.   Minutes of all-virtual public meetings held by electronic communication means are taken as required by §2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location is disapproved, which shall be recorded in the minutes with specificity.

All SVWDB meetings, including all virtual meetings, will comply with §2.2-3707 to include:

i.   For in-person meetings, a quorum is physically assembled at one primary or central meeting location (2.2-3701); for all-virtual meetings, members do not need to be assembled at one primary or central location to establish a quorum.

ii.   Appropriate notice of the meeting has been provided at least three working days in advance of the date scheduled for the meeting, and the notice identifies the meeting as in-person or all-virtual.

iii.   A copy of the proposed agenda and agenda packets and, unless exempt, all materials that will be distributed to members of the public body and that have been made available to the staff of the public body in sufficient time for duplication and forwarding to all locations where public access will be provided shall be made available to the public at the time of the meeting.

iv.   Minutes of all meetings shall be recorded as required by §2.2-3707. Votes taken during any meeting conducted through electronic communication means shall be recorded by name in roll-call fashion and included in the minutes.

Revisions:

ONE STOP SYSTEM OPERATOR (OSSO) REPORT
To the Shenandoah Valley Workforce Development Board
July Through December 2023

I.   SYSTEM PROCESS IMPROVEMENTS

1. Customer Satisfaction Comment Card System
- The electric comment card system was launched in October 2022. The comment card was translated into Spanish in August 2023 so that customers have a choice when they first log in for the Spanish or English version.
- The number of responses received has continued to rise.
- A summary of 2 quarters of satisfaction data is below.

October, November, and December 2023
- **Jobseeker Total Responses: 63**
  - Responses were from Harrisonburg (8), Fishersville (6), and Winchester (0). The remaining 49 did not identify which location they received services from. Some respondents identified the services they came for: Adult Basic Education 36, Virginia Employment Commission 6.
  - Most services reported receiving:
    - Assistance with job search.
    - Assistance with writing/building a resume.
    - Assistance with Unemployment Insurance (UI).
    - Assistance with GED, Basic Literacy, Citizenship Preparation, English as a Second Language
  - All respondents agreed or strongly agreed that they were satisfied with their overall experience.
  - Word of mouth, and hearing from a colleague or friend were most often cited in response to *'how did you find out about the site and the services?'*
  - Staff continue to be recognized for good customer service.
- **Employer Total Responses: 2**
  - All respondents either strongly agreed or agreed they were satisfied with their overall experience.

July, August, September 2023
- **Jobseeker Total Responses: 33**
  - Responses were from Harrisonburg (15), Fishersville (6), and Winchester (1). The remaining 11 did not identify which location they received services from. Some respondents identified services they came for: Adult Basic Education 6, Virginia Employment Commission 4.
  - Most services reported receiving:
    - Assistance with job search.
    - Assistance with writing/building a resume.
    - Assistance with Unemployment Insurance (UI).

- o All respondents agreed or strongly agreed that they were satisfied with their overall experience.
- o Word of mouth, and hearing from a colleague or friend were most often cited in response to *'how did you find out about the site and the services?'*
- o Staff continue to be recognized for good customer service.
- **Employer Total Responses: 0**

A sample of the type of comments received from job seekers during this 6-month period include:
- o *Representative was kind, patient and very informative. She was extremely helpful in assisting me.*
- o *They have helped me a whole lot.*
- o *Love this place.*
- o *My services representative was very helpful and solved my issue. He was so kind and made me feel better.*

2. Common Referral Process
- Many of the partners use the Unite Us platform to send and receive referrals. Due to uncertainty about the state's online portal, a more formal process has not been developed.

3. Standardizing Data Collection.
A virtual service delivery tracker was launched in April 2023. Partners voluntarily enter their data electronically monthly. DARS does not identify virtual delivery as a separate process. They provide a separate report. The purpose is to collect data about services delivered to customers virtually as opposed to face to face. The Partnership believes that this, in combination with the foot traffic report, provides a better picture of our collective level of effort. Data for the 6-month period is attached.

II. OPERATIONS

1. Status of Centers
- **Fishersville:** The center is open and provides services by appointment.
- **Harrisonburg:** The center is open. There continues to be inconsistency in having a greeter at the front. The co-located partners meet regularly to address the issue. This results in the front door being locked occasionally with signage asking people to ring the bell, or when able, different partners will staff the front desk. A WIOA adult or youth customer in a work experience or an individual in the older worker program will be assigned when available. However, each of these solutions has restrictions on the number of weeks they are assigned.
- **Winchester:** The center is open. VEC staff provide basic career services in the resource area and greet people as they come in. As of July 1st, this center fell into Chris Pope's region. Chris is in the process of hiring a new center manager. He invited Tristan and Sharon Hetland to participate in interviews.
- The Center Management Teams (CMTs) continue to meet monthly.
- Provided weekly support and problem-solving strategies to the Centers Manager.

3. Facilitating monthly meetings of the MOU Partners,

- The WDB strategic goals are reviewed at each partner meeting to ensure that the strategies being implemented support the goals.
- In recent months there have been reports of company layoffs. The partners are briefed at these meetings and discussions ensue with ideas for strategies.

4. Data Report

Summary: Foot Traffic July through December 2023[1]

Center	Total Foot Traffic	Total 1st Time Visitor
Harrisonburg	2,030	1,150
Winchester	1,125	628
Fishersville[2]		

Summary: Virtual Services July through December 2023[3]

Organization	# of Virtual Services Delivered	Off Site Services
Adult Ed (Laurel Ridge)[4]	516	8,560
Adult Ed (Region 6)	6,723	15,219
DBVI	628	195
DARS	Report is in a different format and in the complete data attachment	
WIOA (Y/A/DW)	231	119
VEC (Harrisonburg and Fishersville)	2,968	3
VEC (Winchester)	1,917	71
Telamon	70	

Full Data Reports with more specific information is attached.

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[1] This data is self-report based on the self-serve sign in system.

[2] Fishersville will start the electronic sign in in January. Current report is that the center sees about 8 to 10 customers daily since reopening.

[3] This data is not complete for all partners as all partners either do not report or do not report every month.

[4] For Adult Basic Education at both areas see the complete data for the non-duplicative counts. The primary purpose of this effort is to provide information on 'level of effort' rather than a count of the number of individuals seen.

DATA REPORT JULY THROUGH DECEMBER 2023
Virtual Services

December 2023

	A	B	C	D
1	VIRTUAL SERVICES TRACKER			
2	Organization	Virtual Services Appointments (#)	Off-Site Appointments (#)	
3	Adult Education (Laurel Ridge)	154 (50 non duplicated)	773 (258 non duplicated)	
4	Adult Education (Region 6)	62 (22 non duplicate)	1,556 (563 non-duplicate)	Total = 1,618 (2/1/24)
5	DBVI	89	16	
6	WIOA (Adult/Youth/Dislocated Worker)	35	15	
7	DARS (Fishersville)			
8	DARS (Harrisonburg)			
9	DARS (Winchester)			
10	Department of Social Services (Augusta County)			
11	Department of Social Services (Harrisonburg/Rockingham)			
12	Department of Social Services (Winchester)			
13	Virginia Employment Commission (Harrisonburg/Fishersville)	435	1 (Ball Aluminum RREB on 12/13/23)	
14	Virginia Employment Commission (Winchester)			
15	Telamon			
16				
17				

May 2023 ▾   Jun 2023 ▾   Jul 2023 ▾   Aug 2023 ▾   Sep 2023 ▾   Oct 2023 ▾   Nov 2023 ▾   **Dec 2023 ▾**   Jan 20 < >

November

	A	B	C	D
1	VIRTUAL SERVICES TRACKER			
2	Organization	Virtual Services Appointments (#)	Off-Site Appointments (#)	
3	Adult Education (Laurel Ridge)	234 (47)	1576 (348)	
4	Adult Education (Region 6)	74 (23 Non-Duplicates)	3,655 (719 Non-Duplicates)	Total = 3,729 (2/1/24)
5	DBVI	70	25	
6	WIOA (Adult/Youth/Dislocated Worker)	24	22	
7	DARS (Fishersville)			
8	DARS (Harrisonburg)			
9	DARS (Winchester)			
10	Department of Social Services (Augusta County)			
11	Department of Social Services (Harrisonburg/Rockingham)			
12	Department of Social Services (Winchester)			
13	Virginia Employment Commission (Harrisonburg/Fishersville)	352	0	
14	Virginia Employment Commission (Winchester)	1,355 (WP/RESEA)	71 (JVSG/MSFW)	
15	Telamon			
16				
17				

Apr 2023 ▾   May 2023 ▾   Jun 2023 ▾   Jul 2023 ▾   Aug 2023 ▾   Sep 2023 ▾   Oct 2023 ▾   **Nov 2023 ▾**   Dec 2 < >

October

	A	B	C	D	E	F
1	VIRTUAL SERVICES TRACKER					
2	Organization	Virtual Services Appointments (#)	Off-Site Appointments (#)			
3	Adult Education (Laurel Ridge)	37 (20 non-duplicative)	1,358 (399 non-duplicative)			
4	Adult Education (Region 6)	144 (38 non-duplicative)	4,967 (829 non-duplicative)	Total 5,111-2/1/24		
5	DBVI	100	55			
6	WIOA (Adult/Youth/Dislocated Worker)	36	15			
7	DARS (Fishersville)					
8	DARS (Harrisonburg)					
9	DARS (Winchester)					
10	Department of Social Services (Augusta County)					
11	Department of Social Services (Harrisonburg/Rockingham)					
12	Department of Social Services (Winchester)					
13	Virginia Employment Commission (Harrisonburg/Fishersville)	469	0			
14	Virginia Employment Commission (Winchester)					
15	Telamon					
16						
17						

Apr 2023 ▾   May 2023 ▾   Jun 2023 ▾   Jul 2023 ▾   Aug 2023 ▾   Sep 2023 ▾   **Oct 2023 ▾**   Nov 2023 ▾   Dec 2 < >

September

	A	B	C	D
1	**VIRTUAL SERVICES TRACKER**			
2	**Organization**	**Virtual Services Appointments (#)**	**Off-Site Appointments (#)**	
3	Adult Education (Laurel Ridge)	17 (7 non-duplicative)	3,319 (484 non-duplicative)	
4	Adult Education (Region 6)	117 (34 non-duplicative)	3,864 (902 non-duplicative)	Total 3,981-2/1/24
5	DBVI	78	23	
6	WIOA (Adult/Youth/Dislocated Worker)	25	19	
7	DARS (Fishersville)			
8	DARS (Harrisonburg)			
9	DARS (Winchester)			
10	Department of Social Services (Augusta County)			
11	Department of Social Services (Harrisonburg/Rockingham)			
12	Department of Social Services (Winchester)			
13	Virginia Employment Commission (Harrisonburg/Fishersville)	471	0	
14	Virginia Employment Commission (Winchester)			
15	Telamon			
16				
17				

Apr 2023 ▾   May 2023 ▾   Jun 2023 ▾   Jul 2023 ▾   Aug 2023 ▾   **Sep 2023 ▾**   Oct 2023 ▾   Nov 2023 ▾   Dec 2 ‹ ›

August

	A	B	C	D
1	**VIRTUAL SERVICES TRACKER**			
2	**Organization**	**Virtual Services Appointments (#)**	**Off-Site Appointments (#)**	
3	Adult Education (Laurel Ridge)	37 (23 non-duplicative)	1,249 (482 non-duplicative)	
4	Adult Education (Region 6)	107 (28 non-duuplicative)	927 (615 non-duplicative)	Total 1,034 - 2/1/24
5	DBVI	162	25	
6	WIOA (Adult/Youth/Dislocated Worker)	56	27	
7	DARS (Fishersville)			
8	DARS (Harrisonburg)			
9	DARS (Winchester)			
10	Department of Social Services (Augusta County)			
11	Department of Social Services (Harrisonburg/Rockingham)			
12	Department of Social Services (Winchester)			
13	Virginia Employment Commission (Harrisonburg/Fishersville)	576	1 (RREB/Hiring Event @ VIRTEX)	
14	Virginia Employment Commission (Winchester)	562	0	
15	Telamon			
16				
17				

Apr 2023 ▾   May 2023 ▾   Jun 2023 ▾   Jul 2023 ▾   **Aug 2023 ▾**   Sep 2023 ▾   Oct 2023 ▾   Nov 2023 ▾   Dec 2 ‹ ›

July

	A	B	C	D
1	**VIRTUAL SERVICES TRACKER**			
2	**Organization**	**Virtual Services Appointments (#)**	**Off-Site Appointments (#)**	
3	Adult Education (Laurel Ridge)	37 (19 non-duplicative)	285 (67 non-duplicative)	
4	Adult Education (Region 6)	81 (31 non-duplicative)	250 (69 non-duplicative)	Total 331 -2/1/24
5	DBVI	129	51	
6	WIOA (Adult/Youth/Dislocated Worker)	55	21	
7	DARS (Fishersville)			
8	DARS (Harrisonburg)			
9	DARS (Winchester)			
10	Department of Social Services (Augusta County)			
11	Department of Social Services (Harrisonburg/Rockingham)			
12	Department of Social Services (Winchester)			
13	Virginia Employment Commission (Harrisonburg/Fishersville)	665	1 (Employer Visit: Blue Ridge Beverage)	
14	Virginia Employment Commission (Winchester)			
15	Telamon	70		
16				
17				

Apr 2023 ▾   May 2023 ▾   Jun 2023 ▾   **Jul 2023 ▾**   Aug 2023 ▾   Sep 2023 ▾   Oct 2023 ▾   Nov 2023 ▾   Dec 2 ‹ ›

DARS DATA

Harrisonburg DARS:
June Applications YTD: 194
July Applications YTD: 207 (increase of 13)   69% of yearly goal

June Plans YTD: 146
July Applications YTD: 161 (increase of 15)   81% of yearly goal

June Successful Closures YTD : 33
July Successful Closures YTD: 39 (increase of 6)

Fishersville DARS:
June Applications YTD: 206
July Applications YTD: 228 (increase of 22)   74% of Yearly goal

June Plans YTD: 144
July Plans YTD: 155 (increase of 11)   76% of yearly goal
June Successful Closures YTD:
July Successful Closures YTD: 62 (increase of 7)

Winchester DARS:
June Applications YTD: 175
July Applications YTD: 197 (increase of 22)   98% of yearly goal

June Plans YTD: 153
July Plans YTD: 171 (increase of 18)   128% of yearly goal

June Successful Closures YTD: 63
July Successful Closures YTD: 66 (increase of 3)

Harrisonburg DARS:

August Applications YTD: 228
September Applications YTD: 258 (increase of 30)   86% of yearly goal

August Plans YTD: 183
September Applications YTD: 199 (increase of 16)   100% of yearly goal

August Successful Closures YTD: 45
September Successful Closures YTD: 56 (increase of 11)

Fishersville DARS:

August Applications YTD: 259
September Applications YTD: 286 (increase of 27)   92% of yearly goal

August Plans YTD: 175
September Plans YTD: 205 (increase of 30)   100% of yearly goal

August Successful Closures YTD: 71
September Successful Closures YTD: 79 (increase of 8)

Winchester DARS:

August Applications YTD: 220
September Applications YTD: 233 (increase of 13)   115% of yearly goal

August Plans YTD: 202
September Plans YTD: 217 (increase of 15)   162% of yearly goal

August Successful Closures YTD:
September Successful Closures YTD: 87 (increase of 9)

Harrisonburg DARS:

October Applications YTD: 17

October Plans YTD: 14

October Successful Closures YTD: 1

Fishersville DARS:

October Applications YTD: 30

October Plans YTD: 16

October Successful Closures YTD: 7

Winchester DARS:

October Applications YTD: 17

October Plans YTD: 14

October Successful Closures YTD: 13

Harrisonburg DARS:

October Applications YTD: 17
November Applications YTD:35 (increase of 18)

October Plans YTD: 14
November Plans YTD: 28 (increase of 14)

October Successful Closures YTD: 1
November Successful Closures YTD: 14 (increase of 13)

Fishersville DARS:

October Applications YTD: 30
November Applications YTD: 63 (increase of 33)

October Plans YTD: 16
November Plans YTD: 39 (increase of 23)

October Successful Closures YTD: 7
November Successful Closures YTD: 8 (increase of 1)

Winchester DARS:

October Applications YTD: 17
November Applications YTD: 36 (increase of 19)

October Plans YTD: 14
November Plans YTD: 29 (increase of 15)

October Successful Closures YTD: 13
November Successful Closures YTD: 20 (increase of 7)

Harrisonburg DARS:

November Applications YTD:35
December Applications YTD: 47 (increase of 12)

November Plans YTD: 28
December Plans YTD: 39 (increase of 11)

November Successful Closures YTD: 14
December Successful Closures YTD: 19 (increase of 5)

Fishersville DARS:

November Applications YTD: 63
December Applications YTD: 76 (increase of 13)

November Plans YTD: 39
December Plans YTD: 53 (increase of 14)

November Successful Closures YTD: 8
December Successful Closures YTD: 15 (increase of 7)

Winchester DARS:

November Applications YTD: 36
December Applications YTD: 52 (increase of 16)

November Plans YTD: 29

DRS numbers through December
December Plans YTD: 41 (increase of 12)

November Successful Closures YTD: 20
December Successful Closures YTD: 31 (increase of 11)

Foot Traffic July through December 2023

December 2023

A	B	C	D
	Center Traffic December		
	Harrisonburg Center		
	Total Traffic:	440	
	Veterans:	19	
	Customer for Unemployment Assistance/ID.ME:	354	
	Career Exploration and Training:	1	
	Customers Seeking GED, Tutoring or Citizenship Assistance:	25	
	Job Search Customers:	58	
	RESEA Customers:	2	
	DARS Customers:	0	
	No Answer:	0	
	First Time Visitors:	210	
	Fishersville Center		
	Total Traffic:	0	
	Veterans:	0	
	Customer for Unemployment Assistance/ID.ME:	0	
	Career Exploration and Training:	0	
	Customers Seeking GED, Tutoring or Citizenship Assistance:	0	
	Job Search Customers:	0	
	RESEA Customers:	0	
	DBVI Customers:	0	
	Tax Related Services:	0	
	First Time Visitors:	0	
	Winchester Center		
	Total Traffic:	236	
	Veterans:	14	
	Customer for Unemployment Assistance/ID.ME:	180	
	Career Exploration and Training:	14	
	Customers Seeking GED, Tutoring or Citizenship Assistance:	25	
	Job Search Customers:	17	
	RESEA Customers:	0	
	DARS Customers:	0	
	No Answer:	0	
	First Time Visitors:	29	
	SCSEP:	0	

November

A	B	C	D	E
	Center Traffic November			
	Harrisonburg Center			
	Total Traffic:	409		
	Veterans:	11		
	Customer for Unemployment Assistance/ID.ME:	304		
	Career Exploration and Training:	4		
	Customers Seeking GED, Tutoring or Citizenship Assistance:	18		
	Job Search Customers:	78		
	RESEA Customers:	5		
	DARS Customers:	0		
	No Answer:	0		
	First Time Visitors:	236		
	Fishersville Center			
	Total Traffic:	0	*	
	Veterans:	0	*	
	Customer for Unemployment Assistance/ID.ME:	0	*	
	Career Exploration and Training:	0	*	
	Customers Seeking GED, Tutoring or Citizenship Assistance:	0	*	
	Job Search Customers:	0	*	
	RESEA Customers:	0	*	
	DBVI Customers:	0	*	
	Tax Related Services:	0	*	
	First Time Visitors:	0	*	
	Winchester Center			
	Total Traffic:	194		
	Veterans:	14		
	Customer for Unemployment Assistance/ID.ME:	144		
	Career Exploration and Training:	12		
	Customers Seeking GED, Tutoring or Citizenship Assistance:	31		
	Job Search Customers:	7		
	RESEA Customers:	0		
	DARS Customers:	0		
	No Answer:	0		
	First Time Visitors:	135		

October

Center Traffic October

Harrisonburg Center

Total Traffic:	508
Veterans:	28
Customer for Unemployment Assistance/ID.ME:	366
Career Exploration and Training:	15
Customers Seeking GED, Tutoring or Citizenship Assistance:	25
Job Search Customers:	97
RESEA Customers:	5
DARS Customers:	0
No Answer:	0
First Time Visitors:	319

Fishersville Center

Total Traffic:	0	*
Veterans:	0	*
Customer for Unemployment Assistance/ID.ME:	0	*
Career Exploration and Training:	0	*
Customers Seeking GED, Tutoring or Citizenship Assistance:	0	*
Job Search Customers:	0	*
RESEA Customers:	0	*
DBVI Customers:	0	*
Tax Related Services:	0	*
First Time Visitors:	0	*

Winchester Center

Total Traffic:	112
Veterans:	9
Customer for Unemployment Assistance/ID.ME:	68
Career Exploration and Training:	8
Customers Seeking GED, Tutoring or Citizenship Assistance:	25
Job Search Customers:	9
RESEA Customers:	0
DARS Customers:	0
No Answer:	0
First Time Visitors:	69

September

Center Traffic September

Harrisonburg Center

Total Traffic:	315
Veterans:	18
Customer for Unemployment Assistance/ID.ME:	173
Career Exploration and Training:	15
Customers Seeking GED, Tutoring or Citizenship Assistance:	47
Job Search Customers:	78
RESEA Customers:	2
DARS Customers:	0
No Answer:	0
First Time Visitors:	183

Fishersville Center

Total Traffic:	0	*
Veterans:	0	*
Customer for Unemployment Assistance/ID.ME:	0	*
Career Exploration and Training:	0	*
Customers Seeking GED, Tutoring or Citizenship Assistance:	0	*
Job Search Customers:	0	*
RESEA Customers:	0	*
DBVI Customers:	0	*
Tax Related Services:	0	*
First Time Visitors:	0	*

Winchester Center

Total Traffic:	190
Veterans:	14
Customer for Unemployment Assistance/ID.ME:	120
Career Exploration and Training:	7
Customers Seeking GED, Tutoring or Citizenship Assistance:	41
Job Search Customers:	17
RESEA Customers:	0
DARS Customers:	0
No Answer:	0
First Time Visitors:	126

August

Center Traffic August

Harrisonburg Center

Total Traffic:	157
Veterans:	9
Customer for Unemployment Assistance/ID.ME:	110
Career Exploration and Training:	6
Customers Seeking GED, Tutoring or Citizenship Assistance:	2
Job Search Customers:	39
RESEA Customers:	1
DARS Customers:	0
No Answer:	0
First Time Visitors:	89

Fishersville Center

Total Traffic:	0	*
Veterans:	0	*
Customer for Unemployment Assistance/ID.ME:	0	*
Career Exploration and Training:	0	*
Customers Seeking GED, Tutoring or Citizenship Assistance:	0	*
Job Search Customers:	0	*
RESEA Customers:	0	*
DBVI Customers:	0	*
Tax Related Services:	0	*
First Time Visitors:	0	*

Winchester Center

Total Traffic:	226
Veterans:	19
Customer for Unemployment Assistance/ID.ME:	123
Career Exploration and Training:	14
Customers Seeking GED, Tutoring or Citizenship Assistance:	29
Job Search Customers:	56
RESEA Customers:	0
DARS Customers:	0
No Answer:	0
First Time Visitors:	157

July

Center Traffic July

Harrisonburg Center

Total Traffic:	201
Veterans:	18
Customer for Unemployment Assistance/ID.ME:	139
Career Exploration and Training:	4
Customers Seeking GED, Tutoring or Citizenship Assistance:	11
Job Search:	43
RESEA Customers:	4
DARS Customers:	0
No Answer:	0
First Time Visitors:	113

Fishersville Center

Total Traffic:	0	*
Veterans:	0	*
Customer for Unemployment Assistance/ID.ME:	0	*
Career Exploration and Training:	0	*
Customers Seeking GED, Tutoring or Citizenship Assistance:	0	*
Job Search:	0	*
RESEA Customers:	0	*
DBVI Customers:	0	*
Tax Related Services:	0	*
First Time Visitors:	0	*

Winchester Center

Total Traffic:	167
Veterans:	16
Customer for Unemployment Assistance/ID.ME:	110
Career Exploration and Training:	11
Customers Seeking GED, Tutoring or Citizenship Assistance:	24
Job Search:	21
RESEA Customers:	0
DARS Customers:	0
No Answer:	0
First Time Visitors:	112

Business Services Quarter 1 Wrap Up

By the Numbers

Wagner Peyser Services (Job Matching, General Employer Support, Job Posting) ~ 547 Employers // 5,775 Services

JobStarter ~ July 2023 Cohort, 8 Employers // 14 Job Seekers Enrolled //7 Hires

WBL – 7 Active participants

Unemployment rate: 2.7%

Rapid Response Closures and/or Layoffs – 5

Recruiting

10 Spotlight Employer Events (1 Employer Each)
3 Winchester Hiring Events (25 Employers Total)

Network2Work Launch

Business Solutions Team

Employer Presentations: Darling Ingredients, Trex, RSW Regional Jail

REVAMP: New Steering Committee; Weblink created

Looking Ahead

- GARCC Employer Symposium January 24, 2024

- Rockbridge Employer Resource Fair February 7,2024

- New Business
  - XFS Global
  - Evermark
  - CAVA*

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VIRGINIA CAREER WORKS
SHENANDOAH VALLEY REGION

SVWDB
Shenandoah Valley Workforce Development Board

Business Services Quarter 2 Wrap Up

By the Numbers

Wagner Peyser Services (Job Matching, General Employer Support, Job Posting) ~ 336 Employers // 5,577 Services

JobStarter ~ October 2023 Cohort, 7 Employers // 16 Job Seekers Enrolled //8 Hires

WBL - 13 Total Participants

Labor Participation Rate - 61.3%

Rapid Response Events - Ball Aluminum 12/13/23

Recruiting

BRCC Fall Hiring Event
10 Employers

3 Winchester Hiring Events
25 Employers

Business Solutions Team

Employer Presentations: McClung Companies; RSW Regional Jail Tour

Network2Work in the Valley
20 Employers; 36 Jobs; 72 Jobseekers
6 Hires

Looking Ahead

- Learn & Earn Plumbing Program
- Page County Spring Job Fair
- Employer Expo 2024
- Augusta Correctional Facility Closing June 2024

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VIRGINIA CAREER WORKS
SHENANDOAH VALLEY REGION

SVWDB
Shenandoah Valley Workforce Development Board

CONNECTING BUSINESSES TO STUDENTS

The Virginia Talent + Opportunity Partnership (Virginia TOP) addresses one of the top issues facing the business community: talent. Focusing on work-based learning produces a talented workforce with the skills needed to fill in-demand jobs across Virginia.

HOW?

By connecting your business with students who want to learn by doing, are looking for an opportunity, and are interested in living and working in Virginia after graduation.

PROVIDING THE RIGHT RESOURCES

We give businesses vital tools to help them find and recruit talented higher ed students.

PUTTING OPPORTUNITY WITHIN REACH

We help businesses, students, and higher ed connect and share work-based learning opportunities much more efficiently.

BUILDING THE TALENT PIPELINE

We encourage students to work in Virginia, fueling the state's talent pipeline and helping the business community.

FOR MORE INFO:
INFO@VIRGINIATOP.ORG   VIRGINIATOPorg

VIRGINIA TALENT + OPPORTUNITY PARTNERSHIP

CREATING PATHWAYS TO PROFESSIONS

How to Create an Internship Program

Whether you have worked with interns in the past or are looking to build out a new program for your company, here is a quick overview and easy-to-implement strategies to create an internship program.

Do I Need An Internship Program?

The first step in creating an internship program is to demonstrate the benefits and value a junior, temporary employee can bring to your company. Some of the universal benefits of internship programs are:

- Interns can complete work for you.
- Your organization can find potential future employees – 80% of employers rank internships as providing best ROI as a recruiting strategy*
- Members of your organization can enhance their managerial skills.

To demonstrate the benefits you will receive from an intern, make a list of projects you and your coworkers spend time on that do not fully utilize your skills. If these tasks can be completed by a student, then they are areas where you need an intern.

Do I need HR to create an Internship Program?

Hiring an intern can be different than hiring a new employee. Interns can be compensated in a variety of ways, such as being a paid member of the team (you may qualify for VTOP matching funds!), receiving a stipend, gaining experience, and/or earning college credit. The Department of Labor has strict guidelines that must be met if a for-profit organization does not pay its interns. Interns can be added to your internal payroll system, but in some cases, like Micro-Internships, you can hire an intern as a contractor and pay through invoicing. Solutions like this alleviate HR burdens so you can focus on getting work done instead of paperwork.

How to Draft an Internship Job Description

Your internship job description should begin with the job title and the name of your organization. You should include whether the position is remote or, if not, the location of the internship. You should include a clear description of the main responsibilities, tasks, and projects of the internship. If the internship or projects require certain qualifications, especially technical proficiencies, list all of them clearly. Some of the most important skills an intern should possess are research skills, ability to communicate, problem solving, and aptitude to quickly get up to speed. If you have preferences, such as student's major or year, list those. Include whether the internship will be paid or unpaid, and whether you are willing to work with students and their education institutions if the student plans to

earn college credit. You should also include contact information, e-mail address and phone number, for whoever will be responsible for interviewing and hiring.

Where do I find Interns for my program?

After you have created an internship job listing or a project description, you will need to post it somewhere qualified applicants will see it.   Determine which high schools or colleges have students that match your needs. Reach out to career center personnel or work-based learning coordinators to find out how to post positions with them, or check their website. Reach out to faculty in specific majors/programs that match your needs. Decide if you want to participate in career/intern fairs or visits to campuses. You can also post internships on your website, social media, and other job sites.

How do I choose an intern for my program?

When choosing your intern from a set of applicants, there are many factors that will determine the right fit. While a student's GPA shows roughly how successful they have been in their courses, it doesn't tell you much about the student's professionalism, communicativeness, or grit. Focus on the students' relevant experience and interests. If you can, have the students answer questions about their skills, knowledge, and interest in the position.

How Do I know if My Internship Program is Working?

In order to evaluate the success of your internship program, you need to reference the reasons you took on an intern in the first place. Using those reasons, you can determine whether or not your internship was a success, and if it wasn't these goals should point toward future areas of improvement. At the end of the internship consider the following questions:

1. Did having an intern help me use my time & skills better?
2. Did my intern produce work that helped further our organization's goals?
3. Did my staff or I develop our managerial skills?
4. Did we hire any of our interns for permanent or recurring positions?
5. Did our intern provide any insights that we would not have learned otherwise?

If the answer to most of these questions is "yes," then your internship program can be considered successful.

Additionally, it is a best practice to evaluate interns on a project basis to provide coaching and feedback. You should discuss with your intern how their projects impact the company, how they feel about the projects they've worked on, and if they have any thoughts on how to improve certain processes.

*NACE (National Association of Colleges and Employers) survey, winter 2022

For more resources, including an employer readiness toolkit and free, on-line course "developing an internship program", visit www.virginiatop.org. Or contact Mary Sullivan, Valley Internship Experience (VIEW) project coordinator, sullivmx@jmu.edu, 540-568-5568.

Adapted from Parker Dewey, https://www.parkerdewey.com/

10%

of students take advantage of work-based learning opportunities

Source: NACE

70%

of employers want new college graduate hires to have relevant work experience, especially work-based learning
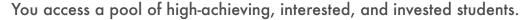
Source: NACE

THE TOP

concern of Virginia businesses surveyed is access to necessary talent

Source: *Blueprint Virginia 2025*
Virginia Chamber of Commerce

Simply, it says we aren't doing enough to find, invest in, and encourage students to live and work in Virginia after they graduate. That's where Virginia TOP helps: to better connect Virginia's business community with students who want to learn by doing.

HOW DOES VIRGINIA TOP BENEFIT YOUR BUSINESS?

You access a pool of high-achieving, interested, and invested students.

You kick-start your recruitment process for future talent needs.

You enhance relationships with local higher ed for access to talent.

You highlight skills in demand to your business as part of school curriculum.

You embolden students to live and work in Virginia after graduation.

HOW DO STUDENTS BENEFIT?

Students apply coursework to the professional world.

Students have potential employment opportunities post-graduation.

Students receive class credit and/or compensation.

Students explore career opportunities prior to entering the workforce.

Students gain meaningful experience for future employment.

HOW DO HIGHER ED INSTITUTIONS BENEFIT?

Higher ed connects academic coursework and business needs.

Higher ed links students to employment opportunities after graduation.

Higher ed collaborates with the community for the benefit of their students.

FOR MORE INFO:

INFO@VIRGINIATOP.ORG

VIRGINIATOPorg

VIRGINIA TALENT + OPPORTUNITY PARTNERSHIP

CREATING PATHWAYS TO PROFESSIONS