



Region III Workforce Investment Board

WIOA Participant Research Assignment

Name: _____ Last 4 of Your SSN: _____

Career Goal: _____

As part of your Individual Employment Plan (IEP) and to be considered for WIOA funding, you must complete the follow requisites and submit them to your assigned WIOA Case Manager prior to the release of your Individual Training Account (ITA) voucher.

1. Complete a total of 2 interviews, one with a **person working in the field** in which you are requesting training and one with a **potential employer** in that field. See pages 2 and 3.
2. Visit at least two (2) approved Training Providers offering that training to obtain information. See page 4.
3. Submit a written statement documenting the basis for your request for training. See page 5.
4. Provide documentation verifying the availability of jobs in the field for which you are requesting training. This may be in the form of **copies of help wanted ads** from a newspaper, **printouts of America’s Job Bank or other Career-Related Websites**, or a **written statement** indicating that you have been turned down for jobs or interviews because you lack the skills this training will provide.

The above information must be **submitted in person** and **reviewed** by your WIOA Case Manager prior to the release of your ITA. **An appointment will be necessary**, so it is important that you allow ample time when submitting information to the Case Manager to guarantee your enrollment into classes. Failure to submit these documents in a timely manner may postpone your start date.

WIOA Case Manager
1321 Plaza East
Charleston, WV 25301
(304) 558-0342

Case Manager: _____ Date Assigned: _____

Follow-Up Appointment to Submit Research Assignment to Case Manager:
(If you need to reschedule your appointment date/time, contact your Case Manager immediately)

Date: _____ Time: _____

Interview Worksheet

(Person working in the same field)

Person contacted should be either in the same or similar position that the WIOA applicant would be qualified for after training.

Company Name: _____

Address: _____

Name of Person Interviewed: _____ Title: _____

Phone Number: _____

Questions:

1. What do you enjoy about your work? (Try to get as many details as possible).

2. What do you dislike about your work? (Be as specific as possible).

3. What are some of the things you usually do during your time at work? (Duties, variety, pressure, responsibilities, travel, supervision, stamina/strength).

Interview Worksheet

(Potential Employer Contact)

Employer representatives contacted should either be in overall management positions, in the personnel or human resource management function, or in a position which directly supervises positions similar to those the WIOA applicant would be qualified for after training.

Company Name: _____

Address: _____

Name of Person Interviewed: _____ **Title:** _____

Phone Number: _____

Questions:

1. What type of training is required for someone to begin working in this field today?

2. Are there degrees, special courses, or certifications required? If so, what are they?

3. What are the salary ranges for entry level and experience people in this field?

Entry Level: _____ Experienced: _____

4. Based on your knowledge of the local labor market, how would you characterize the demand for this type of employment?

5. Is there any other relevant information on employment potential?

Shopping for the Right Training

- Read the Training Provider catalogs carefully and do some comparison shopping.
- Visit or contact each school and speak with school representatives and students.
- Be sure to get all your questions answered before you decide to enroll in a school.
- Talk to local employers and ask if they hire the school's graduates.

1. Name of School Visited/Contacted: _____

Date of Visit/Contact: _____

What is the total cost of training? _____

How long is the training? _____

How many students who begin a program actually complete it and graduate? _____

How many graduates find jobs doing the work they were trained for? _____

Did the school help them find jobs? Yes No

In what career fields can this training be used? _____

Comments: _____

2. Name of School Visited/Contacted: _____

Date of Visit/Contact: _____

What is the total cost of training? _____

How long is the training? _____

How many students who begin a program actually complete it and graduate? _____

How many graduates find jobs doing the work they were trained for? _____

Did the school help them find jobs? Yes No

In what career fields can this training be used? _____

Comments: _____

Help Wanted Ads for Your Occupation

Please attach any help wanted ads from the newspaper or internet that shows a need for the type of training you are interested in. **Two ads or internet print-outs required.** Make sure you only print out ads that you can apply for. For example, do not print out ads for work in California unless you are willing to move there.

Office Use Only

Case Manager: _____

Research Assignment Approved Denied

Notes/Comments: _____

Case Manager's Signature

Date