

**JOBS COORDINATOR QUESTIONNAIRE.** Please complete the following questionnaire by listing your experience in each of the following criteria.

**If more than one organization will be providing the jobs coordinator efforts, the experience for each of the organizations involved must be identified. The applicant or principal organization applying to perform the jobs coordinator functions must have *DEMONSTRABLE* experience in criteria nos. 1, 2, 4, 5, and 6.**

1) Developing, creating, designing and marketing specific programs targeting Local Residents and/or Disadvantaged Workers for construction opportunities at the Covered Project. Include purpose of these programs. Indicate the results of these efforts.

2) Coordinating services to assist contractors in their efforts to employ local workers and disadvantaged workers, and in their utilization of apprentices. **INCLUDE:** Project Name, Awarding Body, Length of Project, and Dates of Employment with the client.

3) Educating and assisting contractors regarding incentives provided by state or federal programs for On-the-Job Training and employer tax credits. How were these services provided?

4) Conducting orientations, job fairs and community outreach meetings to the local community. List events by these categories. Indicate the resulting outcome if known.

5) Providing supportive services such as skills training, child care, transportation, education remediation, assistance with union fees and tools. To whom are these supportive services made available?

6) Screening and certifying the disadvantaged status of workers. Include awarding body(ies), dates of project(s), and date(s) of involvement.

7) Establishing a referral and retention tracking mechanism for placed local and/or disadvantaged workers and apprentices.

8) Networking with the various Work Source Centers, community and faith based organizations and other non-profit entities that provide qualified local workers and/or disadvantaged workers.

9) Liaising with the various building trades crafts for referral and placement of local hire and/or disadvantaged workers. Do you want to mention apprentices here too?