

# America's Promise Grants

PARTNERSHIPS — PATHWAYS — PROSPERITY

## TIPS FOR TRACKING JOB PLACEMENT

### Purpose

*This toolkit helps America's Promise Grantees learn about strategies for tracking the participants' employment status as part of the grant requirements. In addition to the online resources provided below, check out how two grantees are tracking this information.*

### Strategies

**Strategies in which grantees have tracked data include:**

**Wage Records** – In some states, participant wage records can be obtained through the state's DOL with explicit permissions.

**Pay Stubs** – Case managers can follow up with participants directly and ask them to provide pay stubs from their current employer and add it to their case files.

**Employer Verification** – Establish partnerships with employers that allow them to share salary information on participants with explicit written permission from the participant.

**Case Management Notes** – Utilize relationships established between Navigators, career counselors, or other case managers to follow up with the participant and record formal notes on interactions regarding their new employment and salary.

**Surveys of Participants** – Follow up with the participant directly via emails and phone calls as a way for participants to self-report their employment status and wage information. Incentivizing participants by offering gift cards to those who complete the surveys and turn in the correct documentation may be a supportive strategy to receive higher numbers of survey participants. Programs have used push notification technology to automatize the outreach with platforms such as [Mongoose](#) or [Amazon's SNS](#).

**Social Media** – Utilizing social media platforms such as LinkedIn, Facebook, or Instagram can allow the grantee to track updates to individuals' profiles and see if they have found new employment or a job promotion. Utilizing this type of platform may also allow another method to communicate and outreach directly to the participant and request additional documentation.

**Third Party Verification Software** – Several external companies offer services that provide wage and employment verification services such as, and not limited to, Equifax, Emsi Alumni Insight, or InVerify. (Please be sure to get these approved by your FPO before moving forward.)

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## Grantee Models

**Illinois Manufacturing Excellence Center (IMEC)** – IMEC communicates expectations with participants and requests that when participants start employment, they provide IMEC with the details and copy of a paycheck stub that are then copied and included in the participants' files. In the event the participants do not send the requested information, IMEC then sends an Employment Verification request to the employer. Participants are asked to sign an "Authorization to Release Information" form as part of their intake process so that IMEC is then authorized to reach out directly to employers for this information. IMEC verifies employment and salary over the phone with the employer and then requests that the employer email them the information so it can be properly recorded. For programs that include On-the-Job Training (OJT) components, employers will directly provide wage records to the grant manager

**United Way of Central Iowa** – The grantee will call/email/text the participant monthly for the first three months after the participant leave the program to stay in contact, and then continue to touch base with the participant quarterly after that. Usually, if the grantee is well connected with the participant, the participant will continue to call them back just to check-in. United Way has a partnership with nine of the major employers in the area and the employers will confirm with United Way whether or not someone is still employed. The grantee has releases signed by the participants prior to contacting the employers.

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## Additional Resources

- **Document** – [“Going Beyond LinkedIn and Facebook to Improve Employment Outcomes”](#) lists a number of online resources and social media sites to engage with participants on to support a social media-focused strategy as noted below.
- **Webinar** – [“Tracking TAACCCT Employment Outcomes: Alternative Strategies”](#) showcases a couple of examples from TAACCCT grantees in how they approached obtaining employment data necessary to fulfill grant requirements. This link also gives examples of handouts used to track that data.
- **Resource** – [“TAACCCT Reporting Source Documentation Toolkit”](#) shows what sources past grantees from the TAACCCT program drew information from to meet reporting requirements.
- **PowerPoint Presentation** – [“Engaging and Tracking Participants”](#) names the challenges grantees may face in tracking participant employment and poses questions that suggest systems in place to better address issues with participants.
- **Webinar** – [“Tracking TAACCCT Employment Outcomes: Obtaining State Wage Record Data”](#) is a presentation by representatives from U.S. Department of Labor that addresses some challenges in working with state official to obtain wage information.