

Observations of Readiness (OR) Form and Instructions for Admissions Staff

The new Observations of Readiness (OR) tool is designed to prompt and capture Admissions Staff observations in 3 key areas essential for success in Job Corps, over 3 points in time during the application phase:

- first conversation with applicant
- mid-point during the application process, and,
- toward the end of the application process.

Admissions staff will be asked to administer the readiness questions (Attachment A) and to record their observations of applicants on the ROC form in three key areas:

- positive motivation for enrollment
- willingness to receive and follow instructions
- positive commitment to adhering to requirements, including positive interaction with others.

Staff observations about readiness will be summarized and coded as one of the following statuses:

- Clearly demonstrated as ready (R)
- Uncertain (U)
- Clearly demonstrated as not ready (N)*
* *Case note needed when “N” is noted.*

NOTE FOR FIELD TEST PARTICIPANTS: Recognizing that sections of this instrument will typically be used by admissions counselors simultaneously with Job Corps applicants’ responses, the field test of this instrument seeks to know:

- The average amount of time for completion of each question by (a) each applicant, and (b) each admissions counselor, as appropriate.
- The average amount of time for completion of the full instrument by (a) each applicant, and (b) each admissions counselor, as appropriate.
- Any additional feedback offered by applicants and admissions counselors regarding the use and effectiveness of this instrument.

Observations of Readiness: Recording Observations of Admissions Staff (Based on Questions for All Applicants)

Touch-Point	Indicator	Observation	Case Notes
Initial Conversation	Positive motivation expressed for entering and completing the program		
	Willingness to follow instructions during application process		
	Positive commitment to adhering to program requirements		
Application Mid-Point	Positive motivation expressed for entering and completing the program		
	Willingness to follow instructions during application process		
	Positive commitment to adhering to program requirements		
Application End-Point	Positive motivation expressed for entering and completing the program		
	Willingness to follow instructions during application process		
	Positive commitment to adhering to program requirements		

Note: Case note to be included when observation indicates applicant is not ready for Job Corps enrollment.

Paperwork Reduction Act Public Burden Statement: Persons are not required to respond to this collection of information. Collections of information approved by OMB must display a currently valid OMB control number and expiration date. Public reporting burden for this collection of all information contained within this instrument, which is required to obtain or retain benefits (29 USC 2881), is estimated to average one hour per applicant and one hour per admissions counselor, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the information, for a total of two hours for each application. This instrument is being tested among a total of 90 applications, rendering an estimated public reporting burden of 180 hours in total. This information collection is for program management. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the US Department of Labor, Office of Job Corps, Room N-4507, Washington, D.C. 20210 (OMB Control No. 1225-0088).