

## **Guidance for use of the Employment Tracking Resource for SEEDS Projects**

**Name of Individual** – Enter the name of anyone involved with the project (as a participant, project staff member, etc.) who gains employment as a result of the project.

**Job Title** – State the formal position title of the job being tracked, for example administrative assistant, carpenter, technician, etc.

**Industry** – Identify the industry of the job being tracked, for example healthcare, retail, manufacturing, etc.

**Employment Status Prior to ANA Project** – Identify the extent of the individual’s employment prior to the project, i.e. employed full-time, employed part-time, or unemployed. If employed part-time, enter the individual’s average number of hours per week if known.

**Annual Compensation Prior to ANA Project** – State the individual’s gross (pre-tax) income, expressed as an annual figure. For example, if the individual was earning \$10 per hour and working 20 hours per week, that would be represented as \$10,400 annually ( $\$10 \times 20 \text{ hours per week} \times 52 \text{ weeks}$ ).

**Native American** – Enter ‘Yes’ or ‘No’ based on whether the individual is Native American according to either the Tribe’s definition (if the grantee is a Tribe) or how the individual self-identifies.

**FTE Type (Created, Obtained, or Project-Funded)** – Enter one of these three categories in this field to indicate whether the job being tracked was ANA project-funded, created through project activities (such as through a business that was created in a business incubator and hired new employees), or obtained as a result of the project (such as an individual completing a job training program and obtaining employment upon completion).

**Date Employment Began / Date Employment Ended (if applicable) / Total Weeks Employed / Average # of Hours per Week / Total Hours Worked** – Enter the dates and hours indicated by the column headers.

### ***COMPLETED AT THE END OF THE PROJECT ONLY***

**End of Project Employment Status** – Identify the extent of the individual’s employment at the end of the project, i.e. employed full-time, employed part-time, or unemployed. If employed part-time, enter the individual’s average number of hours per week if known.

**End of Project Annual Compensation** – Identify the status of the individual’s gross (pre-tax) income, expressed as an annual figure. For example, if the individual was earning \$10 per hour and working 20 hours per week, that would be represented as \$10,400 annually ( $\$10 \times 20 \text{ hours per week} \times 52 \text{ weeks}$ ) at the end of project implementation.