



STARR (*Skilled, Targeted, and Referral-Ready*)

Support the Governor's Vision! Oregon at Work: Skilled Workers – Quality Jobs

WHO	CRITERIA	PROCESS
<p>Targeted population eligible for specialized service:</p> <p>1) WIA scholarship recipients (Workforce Investment Act)</p> <p>2) TAA training recipients (Trade Adjustment Assistance)</p> <p>3) OFSET training recipients (Oregon Food Stamp and Employment Transition)</p> <p>4) Ready to Work participants (LCC Career Center)</p>	<p>Required actions:</p> <p>1) Résumé saved with file extension .DOC or .PDF</p> <p>2) Letter of Introduction written by the STARR candidate: includes career goal(s) and a list of targeted businesses, if applicable</p> <p>3) List of confirmed professional references</p> <p>4) Received instruction in interviewing techniques, and/or attended a WSO interviewing workshop</p> <p>5) NCRC completed and documented in iMatchSkills®</p> <p>6) Updated and current iMatchSkills® registration, including an uploaded résumé</p>	<p>The appropriate steps to move a skilled participant into specialized labor exchange service:</p> <p>1) The referring staff person approves the 6 criteria conditions.</p> <p>2) An email is sent to: EmpEugeneSTARR.EmpEugeneSTARR@Oregon.gov Subject line includes only the JS ID and the training program name. Résumé and Letter of Introduction will be attached.</p> <p>3) Email box is reviewed daily. Leads or Supervisors forward to the appropriate pod in which to assign the STARR candidate. Pod group communication is imperative at this step.</p> <p>4) A single B&ES (Business & Employment Specialist) will assign her or himself to the STARR in iMatchSkills®, and reviews the full registration and other submitted materials.</p> <p>5) The B&ES places an asterisk (*) in a Local Code field to identify the participant as a STARR. As well, a "JR" for Job Ready is placed in another Local Code field.</p> <p>6) The B&ES sends an email to the STARR and the referring staff person to coordinates an interview date, time and place. The goal is to meet within 1 week of the emailed submission.</p> <p>7) During the interview, the B&ES will:</p> <ul style="list-style-type: none"> ✓ Complete the Welcome Process, if needed; ✓ Become familiar with the skills set of the STARR candidate; ✓ Identify goals and priorities; ✓ Ask follow-up questions to get to know the STARR beyond what is on paper. <p>8) It is anticipated that each B&ES will have 6-10 STARR job seekers assigned at any one time, through 2014. B&ES staff will work together to advocate for and market the STARR to employers.</p> <p>9) The referring staff person will continue to utilize pro-active engagement to maintain contact with the STARR and encourage effective job search strategies.</p> <p>10) New hire information will be immediately communicated between partner agencies.</p>