

# Career Training Program Selection Guide





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This resource is a guide to support the following:



## YOUNG ADULTS

who are interested in enrolling in a career training program can learn detailed information about the training opportunity and make best fit matches.



## FAMILY MEMBERS

who support young adults in vetting and selecting programs.



## COUNSELORS AND TEACHERS

who assist candidates in program selection and application, and make program referrals for students and alumni.



## SCHOOL STAFF AND ADMINISTRATORS

who determine quality program partnerships that fit the needs of their students and school community.

# Questions to Ask When Researching Career Training Programs



## Recruitment

**Recruitment encompasses the pipeline of attracting, interviewing, and hiring program participants.**

- 1 What are you looking for when you recruit young adults?
- 2 Do you focus on any particular demographic of students?
- 3 How do you select training participants?



## Application, Prerequisites, and Interview

**Career training programs have an application process that students must complete. Applications typically include demographic and skill based questions to assess candidate strengths and fit for the role. There is at times an interview process where both the applicant and the workforce provider answer important questions to see if the working relationship would be a good fit on both sides.**

- 1 What are the stages of your application process?
- 2 Are there any prerequisites that young adults must meet prior to applying? (e.g. Do you accept current high school students? Do participants need a high school diploma or high school equivalency?)
- 3 What knowledge, skills, and attitudes are you looking for in candidates?
- 4 How would you recommend students prepare for an interview with your program?
- 5 Do you have group panel interviews or one-on-one interviews? Are interviews remote or in-person?
- 6 How competitive are your programs? Which has the most demand? Do you tend to have a waitlist?



## Assessment/Aptitude Tests

**These exams are designed to assess the aptitude of applicants' basic skills. They cover foundational adult education knowledge and skills to ensure that young adults show proficiency in skills needed for the job in question.**

- 1 Do applicants have to take an assessment exam? If so, which one?
- 2 Is there a minimum score needed in order to be accepted into the program?
  - a. If so, what score is needed?
  - b. If not, what is the test score used for (e.g. tutoring and support services during the program)?
- 3 What happens if an applicant misses their exam? Is an applicant able to retake an assessment exam for a higher score?



## Postsecondary Workforce Development & Training(s)

**Career training involves gaining foundational knowledge, getting first hand experience in performing tasks for a future role, and developing skills needed for a future role. The skills obtained in career training can range from marketing skills like social media management, technical skills such as coding and software development, and trade skills such as plumbing, manufacturing, and construction.**

- 1 What are the training programs that you offer?
- 2 How many times do you offer each training annually?
- 3 What is the length of each program? Specifically, how many hours and days a week do applicants attend? Are hours fixed or flexible, day or evening? What is your attendance policy?
- 4 Is each program in-person, remote or hybrid? Will that change at some point? Where is your training center located? What is the space like? What is the accessibility of the center?
- 5 What are the major challenges young adults have had in your trainings?
- 6 What are the ways you support participants' well-being and success in the program? What does the support look like in person and virtually?
- 7 Do you place participants in an internship, externship, or apprenticeship program?
- 8 Is there a cost or stipend associated with your training?
- 9 Some programs provide additional trainings to participants or the community (e.g. digital skills training or financial Literacy). Do you provide additional workshops or trainings to program participants?



## Credentials

**Credentials are certificates that indicate a job applicant has the necessary qualifications to perform a specific job in an industry. Some credentials are required for a job site (e.g. a safety credential) while others are recommended or elective. Some credentials are industry-recognized while others are not.**

- 1 Is a certification required to enter each industry you train in?
- 2 What certifications will students receive and are they industry-recognized?
- 3 Are there exams associated with students receiving credentials? Is exam preparation part of your training? Do you pay for exam fees?
- 4 What certifications or degrees would be required or recommended for advancement in the career field after this job training program? Do you offer upskilling or advanced training programs?



## Job Placement and Alumni Services

**This is one of the most important part of the career training process. Here, young adults will decide which job best fits their needs and qualifications. To support young adults during the job placement programs, programs often have job developer services that help match applicants with prospective employers and support them through the application process. Some programs also offer alumni support services for a period of time following training completion.**

- 1 How do you support applicants during the job application and placement process? (e.g. job developers, employer partnerships who prioritize program graduates, pre-screening for employers, professional attire, transportation support)
- 2 What support do you offer in helping students complete their job applications? (e.g. resume and cover letter editing, computer access, information sessions, one-on-one meetings)
- 3 What are the job titles you most frequently place young adults in after each training? What are the average wage and benefits?
- 4 Are any of the jobs you place young adults in associated with unions?
- 5 What kinds of alumni services do you have? If so, how long do you support alumni once they are placed in jobs?
- 6 Do you have mentors or peer mentors available?
- 7 Who are your top employer partners? Do any save spots for program participants or prioritize your alumni?
- 8 Does your organization hire any career training alumni, and for what positions?



## Program Rationale and Outcomes

**Outcomes are a crucial metric in understanding what aspects of workforce development programs are beneficial, and comparing training programs in the same industry with one another. Organizations keep track of and report on job placement rates, exam passing rates, and other crucial metrics, though there is no central database to compare program outcomes with one another.**

- 1** How many young adults do you train in each program annually?
- 2** What is the training retention and completion rate?
- 3** For the fields you provide training for in your organization, what is the job placement and retention rate (for the first year of employment)?
- 4** For credentials, what are the exam pass rates and credential attainment rates?
- 5** What other outcomes are you proud of?
- 6** Why did you choose these industries for young adult training? What indications do you have that they are growing industries that are friendly to young adults?



## Know Before You Enroll

**Lastly, utilize the Know Before You Enroll tips from New York City for consumer protection:**

**[English Version](#); [General page](#) with various languages**