Youth@Work Elevate Employer Flow

AJCC Staff Receive Intake --> AJCC Staff Approve Worksite

Legend:
- Automated
- AJCC

START

AJCC Lead identifies new Intake received in the Excel File and/or PowerBI Dashboard

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AJCC Lead enters all interest forms received into CalJOBS as a "marketing lead" new account

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Note on E-Code 01 use:

For tracking purposes, please use **E-Code 01 "Alien Labor Certification"** to track Elevate Employers. This code is not regularly used and is the only code available to track Employers submitting Elevate Interest Forms on CalJOBS.

AJCC Lead adds E-Code 01 to the Employer CalJOBS record to tag record as an "Elevate Employer"

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Is the Employer in any of our 9 targeted high growth sectors?

← (No)

Verify that sector DOES NOT qualify for Elevate and refer Employer to other AJCC Business services and programs. Document in CalJOBS case notes why employer was denied.

END (Employer Referred Out)

"Denial Reason" options to enter into Employer CalJOBS case comments:
- Denied, not target sector
- Denied, not committed to hire
- Denied, unresponsive
- Denied, worksite not qualified
- Denied, other (enter reason)

Targeted High Growth Sectors:
- Healthcare
- Infrastructure
- Trade & Logistics
- E-Commerce
- Transportation & Warehousing
- Advanced Manufacturing
- Entertainment & Creative Arts
- Information Technology
- Hospitality

→ (Yes)

Verify that sector DOES qualify for Elevate and verify Employer is committed to hiring Elevate job seekers at the end of program

Action Needed if Employer does not commit to hiring:

Meet with non-committed employer and walk them through the "Elevate Employer Info Slide Deck" to attempt to make them commit to hiring Elevate job seekers.

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Employer is a target business, but does not commit to hiring Elevate job seekers, even after AJCC Lead met with Employer. Refer to other AJCC Business services and programs.

END (Employer Referred Out)

"Denial Reason" options to enter into Employer CalJOBS case comments:
- Denied, not target sector
- Denied, not committed to hire
- Denied, unresponsive
- Denied, worksite not qualified
- Denied, other (enter reason)

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Begin the process of approving the Employer as a worksite including worksite visit and paperwork. Establish Employer as a "recruiting lead" in CalJOBS

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Employer is succesfully approved as an Elevate worksite. Add E-Code 48 to the Employer CalJOBS record to tag record as "Approved Worksite"

END (Job seeker placement can start)

Process Flow V.3.0 8/18/22

START

Step 1.
- AJCC Lead will receive new employer intakes via the online Excel link and/or via PowerBI Dashboard

Step 2.
- AJCC Lead will create a CalJOBS "marketing lead" account for every new employer intake received

Step 3.
- AJCC Lead will add 1 activity E-code 01 (Alien Labor Certification) to the new CalJOBS "marketing lead" account

Step 4.
- AJCC Lead will meet with employer via phone call, email, or virtually and walk Employer through the "Employer Guide" Powerpoint with goal of confirming Employer is in the 9 targeted high growth sectors and to make sure Business understands that they must commit to evaluating Elevate job seekers for permanent employment with their business

Step 5.
- AJCC Lead will refer businesses who don't qualify for Elevate to other AJCC Business Services or programs that they would qualify for. Document in CalJOBS notes why business did not qualify. Options for denial are listed in the flow chart

- AJCC lead will work with businesses who are qualified for Elevate and guide them through the worksite approval process, adding E-Code 48 (Youth Employment Opportunities) to the Employer CalJOBS record to tag record as "Approved Worksite".

END