

Indicator: # of youth who demonstrate employability skills (CED_Econ_030)

CED Sector



YD Sector

**PROJECT AREA:**Economic Development
Youth in Development**Type:** Outcome**Unit of Measure:** Youth**Disaggregation:** Sex: Male,
Female Age: 0–9, 10–14, 15–19,
20–24, 25+**Outcome Measured:** Youth demonstrate employability skills**Precise definitions****Employability skills:** Defined as (1) identifying a career goal and steps to achieve that goal, (2) writing an effective résumé, and (3) demonstrating key interviewing skills.**Minimum demonstration of skills to be counted:**

1. **Goals:** Identifies one career goal and three actions to achieve that goal (4 points total).
2. **Résumé:** Receives at least 4 out of 6 points during a résumé review using the Résumé/CV Review section of the Employability Skills Checklist.
3. **Interview:** Receives at least 6 out of 8 points during the mock interview using the Mock Interview section of the Employability Skills Checklist.

Data collection**Tool:** Employability Skills Checklist used by Volunteers in the Community Economic Development (CED) and Youth in Development (YD) sectors working on employability.**Frequency of data collection and tracking:****Time 1 (T1)—Four to six weeks after the end of the youth employability training, OR after six months of mentoring or club participation:** The Volunteer will conduct an employability skills assessment with all youth who meet the minimum requirements described below (see “Who to measure”). The employability skills assessment will consist of (1) asking the youth about a career goal and steps to achieve that goal, (2) reviewing the résumé/CV using the Employability Skills Checklist, and (3) conducting and assessing a mock interview using the Employability Skills Checklist. Record the youth’s name, age, and scores in the Employability Skills Tracking Sheet (below). Note: There is no pre-intervention measurement for this indicator.**Time 2 (T2)—End of the subsequent youth employability training OR after an additional six months of mentoring or club participation, if applicable:** Some individuals may not demonstrate the minimum number of skills after only one employability training or after only six months of club participation or mentorship. If an individual has *not* met the minimum skill requirements at T1 and if the individual continues to meet the minimum requirements described below (see “Who to measure”), then assess the individual again. At the end of the subsequent training activity or subsequent six months of club participation or mentorship, record the individual’s name and whether or not the individual met the requirements for each section of the tool in the second tracking sheet.

Who to measure: Volunteers should only include youth for this outcome measurement they have worked with in one or more of the following activities focused on employability skills:

1. Organize and facilitate youth clubs that incorporate employability skills development
2. Teach youth employability skills in an educational or instructional setting
3. Mentor youth to apply employability skills



Reporting

Measuring progress toward the outcome, by sex and age: A youth is considered to have demonstrated employability skills when he/she (1) identifies one career goal and three actions to achieve that goal, (2) receives a score of at least 4 out of 6 on the résumé review, and (3) receives a score of at least 6 out of 8 on the mock interview. Failure to meet even one of these skills means he/she has not demonstrated the required employability skills.

- Following the employability assessment, record whether or not the youth met the minimum required score for each section in the tracking sheet below.
- For all those who met the minimum required scores, place a Y in the cell that corresponds to the youth’s sex and age.
- For all those who did not demonstrate employability skills, place an N in the cell that corresponds to the youth’s sex and age.
- Record the sum of all Ys + Ns for each sex and age category in the row titled “TOTAL REACHED.” Report the column totals in the VRF.
- Record the sum of all Ys only for each sex and age category in the row titled “TOTAL ACHIEVED.” Report the column totals in the VRF.
- If an individual did not demonstrate the minimum requirements at T1, use the second tracking sheet with the T2 column to repeat the assessment and reporting process for that individual following the subsequent training or at the end of the end of the subsequent year of work with the PCV.

Note: Youth may only be counted as part of the “TOTAL ACHIEVED” once in a Volunteer’s service for this indicator. If the same individual is eligible for measurement for another indicator, he/she may be counted for that indicator according to the guidelines in that indicator’s definition sheet.

