



New Jersey State Employment and Training Commission

Dennis M. Bone, *Chairman*

Phil Murphy, *Governor*

2018 WDB Certification: Guidance on WDB Evaluation Reports

WIOA VISION: Across the system, **continuous improvement** is supported through evaluation, accountability, identification of best practices, and data driven decision making.

Required under NJSA 34:15C-15, part e(1):

e. Each Workforce Investment Board established pursuant to this act shall: (1) Provide policy guidance for, and **exercise oversight with respect to, all workforce investment programs within its labor market area in partnership with the unit or units of general local government within the area.** To provide the policy guidance and oversight, **the board shall review and evaluate the programs and, as appropriate, make recommendations to the Governor, the Legislature, or any State agency or local governing entity involved in the funding or administration of the programs.** The recommendations shall be based primarily on how effective each program is in meeting relevant performance standards, including standards regarding the cost and quality of training and the characteristics of participants. The board shall provide any planning, policy guidance or oversight with respect to workforce investment programs in accordance with any agreement entered into pursuant to subsection g. of section 9 of this act by the commission and the department administering or funding the programs.

WDB Certification Item # 12:

The local board's annual evaluation of the local workforce and/or One-Stop delivery system for **Program Years 2016 and 2017**. The evaluation may be system-wide or may focus on one or more programs and/or services conducted in the One-Stop Centers.

The PY 16 and PY 17 Evaluation Reports should answer the following basic questions/elements:

1. What system, process or program was evaluated?
2. What was the research question to be answered by the evaluation?
3. What tool, methods and data were used as part of the evaluation?
4. Describe the evaluation process.
5. Who worked on the evaluation?
6. What was the WDB role? Was the evaluation effort led by a WDB committee?
7. What were the findings? What are the recommendations resulting from the evaluation?
8. What are the next steps to fix any issues? What changes have already been made?

Also, please ensure:

1. The focus of the evaluation must be some part of the One-Stop system, which includes a myriad of workforce programs operating in the local area. However, the evaluation cannot be outside the scope of the WDB's oversight role.
2. The PY 16 Evaluation must be primarily conducted during the program year: July 1, 2016 – June 30, 2017. The PY 17 Evaluation must be primarily conducted during the program year, July 1, 2017 – June 30, 2018. Evaluations can be multi-year; however, two distinct evaluation activities must be reported.

Updated: September 19, 2018