

# Workforce Benchmarking Network National Survey: Summary of Requested Data

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Workforce  
Benchmarking  
Network

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## Organization Profile

- Organization type and primary focus
- Number of years providing workforce development services

## Individual Program Information

All information is for a designated one-year period for one selected program. Optional responses of “we did not collect this information” or “number unknown” are available.

- Types of services provided by program – with approximate participation rates:
  - Adult basic education / literacy
  - English as a Second Language
  - Preparation for HS diploma or equivalent
  - Contextualized or integrated basic skills education
  - Career pathways bridge programming
  - Case management
  - Financial security coaching/training
  - Work/job readiness training
  - Career navigation
  - Self-directed job search resources
  - Occupational / vocational skills training (general)
  - Job retention and worker advancement services
  - Occupational / vocational skills training– with cert. type
  - Employer-based customized skills training
  - Internships
  - Transitional jobs
  - On-the-job training
  - Pre-apprenticeships
  - Post-employment coaching and retention services
  - Post-employment skills upgrade training
  - Financial assistance, incentives, and other supportive services (e.g., mental health, legal, etc.)
- Employer engagement activities:
  - Informing training curriculum
  - Participating in work readiness events
  - Creating work experience opportunities
  - Reviewing recruitment/hiring practices
  - Improving job quality/stability
  - Strengthening employee retention & advancement support
- # of hours/weeks in structured and individualized pre-employment activities (estimates)
- of weeks in post-employment activities (estimates)
- Sources of program revenue, with relative percentages for the one-year period
- staff and volunteers/interns (FTE) engaged in specified program

## Program Participant Information

Optional response of “we did not collect this information” or “number unknown” available.

- Ability to be selective in accepting participants into program

- Definition of enrollment
- Total # of program participants enrolled in the one-year reporting period
- Participant characteristics:
  - # already employed
  - # by gender identification
  - # by age groups
  - # by race/ethnicity
  - # by education/reading levels
  - # receiving public assistance
  - # homeless
  - # with limited English proficiency
  - # with a physical/developmental disability
  - # with mental health/substance use barriers
  - # with arrest/conviction records (misdemeanor/felony)
  - # veterans
  - # dislocated workers
  - # refugees or immigrants

### **Initial Completion and Placement Outcomes**

Optional response of “we did not collect this information” available. Option of reporting outcomes disaggregated by race/gender.

- # of enrolled cohort completing preemployment services
- Definition of placement - # days, job type, minimum earnings
- # of enrolled cohort who were placed according to definition
- # of program completers who were placed
- Targeted or more frequent industries or occupations for placement
- Median hourly wage at placement
- # with further education as an outcome, if not placed
- # jobs that were full-time, according to program definition
- # jobs that offered health benefits

### **Employment Retention Outcomes**

Same questions for 90 days, 6 months, and one-year retention periods – option of “data not available.”

- Method used for defining “retention”
- # of placed participants retained
- Median wage at each point of retention

## **Financial Security Outcomes**

For those offering financial security services:

- # achieving increase in net income
- # achieving increase in credit score

## **Data Verification Processes**

- Type of verification required to validate job placement/job retention information
- Type of computerized database used to track participant outcomes
- Use of funder-provided data systems to record outcomes
- Verification of outcomes by funder or outside entities
- Reconciliation of internal reports with funder summaries of outcomes
- Internal monitoring of data for accuracy and completeness (method/frequency)