



Employer Action Plan

The Employer Action Plan is designed to help worksites evaluate and plan for the next year of programming. This should be completed after the SOAR analysis, as you will need information from that to help develop goals.

STEP 1: Develop SMART Goals

SMART stands for Specific, Measurable, Achievable, Relevant, Time-Bound. Think about the information you have in the Opportunities and Aspirations sections and develop goals around those. You can come up with more than 1 goal. An example of a SMART goal may be that by the end of the program, 85% of participating students will improve their written communication skills as measured by the pre- and post-program assessments through employer engagement.

What is your goal? _____

Specific - What do you want to achieve? _____

Measurable - How do you know you've met your goal? How do you measure it? _____

Achievable - Is the goal within your reach? What skills are needed? _____

Relevant - Does it make sense? Is it aligned with the overall mission of the organization?

Time-bound - Set a deadline to achieve your goal. _____

Write out your completed SMART goal: _____



STEP 2: Identify Stakeholders

Now that you have your goals outlined, who are the stakeholders (community partners, families and caregivers, etc) you need to connect with to help you reach them. Are these stakeholders you have a direct connection with, or do you need to find a connection with them?

Goal 1 Stakeholder(s): _____

Goal 2 Stakeholder(s): _____

Goal 3 Stakeholder(s): _____

Goal 4 Stakeholder(s): _____

Goal 5 Stakeholder(s): _____

Goal 6 Stakeholder(s): _____

STEP 3: Resource Allocation

What resources are needed to meet your goals? Do you already have access to the necessary resources? Are there resources you have to acquire? How will you acquire them?

Resource needed: _____

Have access to resource? _____ If no, how to acquire? _____

Resource needed: _____

Have access to resource? _____ If no, how to acquire? _____

Resource needed: _____

Have access to resource? _____ If no, how to acquire? _____

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Have access to resource? _____ If no, how to acquire? _____

Resource needed: _____

Have access to resource? _____ If no, how to acquire? _____



STEP 4: Monitoring and Evaluation

This step involves establishing criteria for success and methods for monitoring progress towards your goals. Develop a plan for how you plan to collect, analyze, and use data to assess the program's effectiveness. This may look like doing a pre- and post-program survey or interview with youth, separate from the ones done by providers. Maybe something you choose to evaluate is that youth are able to connect their career goals to the work they do at your site. During the pre-survey, ask about their goals and then in the post-survey, ask about the connection between current work and career plans. Use the space below to capture your monitoring and evaluation plan.

STEP 5: Communication plan

How do you plan to share information with your stakeholders? During this step, define methods of communication internally within the team and external messaging with participants and partners. Internally, you may consider sending out a monthly newsletter that highlights progress towards your goals and encourages feedback from the team. Externally, you may consider creating an online presence and sharing information on various social media platforms.

Internal communication plan _____



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External communication plan _____
