

Overview: Inputs Worksheet (Employment Prep)

This tool is a second completed example of how we are using our inputs worksheet. The previous example, *Inputs Worksheet (Volunteer Internship Program)* demonstrated how we are using this worksheet to assess inputs in a program that is already operating. This second example is provided to show how we are using this worksheet to plan for a proposed program that is still under development, the Employment Preparation Program for International Students. Securing work experience has proven to be one of the top challenges that international students face during their studies and upon graduation. For this reason, the Centre for Career Education is proposing a customized employment preparation program for international students that will enhance their understanding of the Canadian workplace, develop their employment readiness skills, and/or provide an opportunity to gain some work experience.

The completed template is a second example of how one Inputs Worksheet template can be adapted to measure inputs for different activities. Please refer to the notes included in the Overview for the Inputs Worksheet (Volunteer Internship Program) for additional explanation of the template.

Since this is a possible program that is currently under consideration to both meet a need and generate revenue, the key questions on it are significantly different than those used for assessment of inputs for the Volunteer Internship Program. Since this new program is still under development, we plan to continue to fill this in as program details become more crystallized.

This tool and overview were submitted by The Centre for Career Education, University of Windsor.