Employer Pathways Process Mapping
HENNEPIN COUNTY

Start

1. Conduct internal workforce analysis

2. Build cross-agency partnerships

3. Plan Resource Allocation

4. Design training program

5. Market program

6. Create targeted hiring strategy

7. Begin training period

8. Measure performance

Finish

Hennepin County
Human Resources
Workforce Development
Modified: November 2017

Employer Partner	Training & Support Services Partner / Project Manager	Educational Partner
Hennepin County and other employers Work: Conduct internal workforce analysis, allocate HR staff, identify training and educational partners, assist in training program design, market program, and determine performance measures.	Community-based organizations Work: Manage the project, secure funding, recruit targeted potential employees, provide technical and soft skills training, and provide support services before and after employment.	Community colleges and other higher education providers Work: Design curriculum and provide accelerated, contextualized instruction.

Stages	Steps for Employer Partners
1. Conduct internal workforce analysis	• Conduct internal workforce analysis to identify high-demand, high-growth, high-attrition, critical, and difficult-to-fill positions. • Initiate workforce conversations with each of the departments representing the identified positions. • Review existing hiring practices and determine if training programs are an appropriate strategy to meet recruitment needs. • Identify potential barriers in the hiring process, such as minimum qualification requirements, policies, contracts, and procedures. • Share findings and gain support of executive stakeholders.
2. Build cross-agency partnerships	• Identify training and educational partners and build cross-agency partnerships. • Assign a project manager/coordinator and define roles and responsibilities of all partners. • Establish a shared vision and develop a workplan.
3. Plan Resource Allocation	• Prioritize training programs to be developed • Assist with community-based organization's funding request • Determine internal staff and resource needs.
4. Design training program	• Identify target populations (e.g., high barriers to employment, demographics, etc.). • Develop competency models (values, work ethic, and skill-set of ideal job candidate). • Develop service mapping (services each partner will offer at a given point in time). • Assist in developing training curriculum offered by the community-based organization. • Assist in curriculum design process offered by higher education partner.
5. Market program	• Assist the community-based organization with marketing efforts, such as company websites, job posting pages, social media, information sessions, career fairs, etc.
6. Create targeted hiring strategy	• Determine targeted and agile hiring strategy.
7. Begin training period	• Participants attend classes. • Employer partners support activities, such as informational panels, mock interviews, and internships.
8. Measure performance	• In partnership with the community-based organization, define measures of program and system success. • Determine data management strategy (collection, storage, tracking, and reporting). • Perform data analysis and continuous program improvement. • Perform process documentation. • Perform process review.

Hennepin