Partnership Process Overview

**PHASE 1**

**PARTNERSHIP FORMATION (GOL FACILITATED)**

- **IDENTIFY BUSINESS NEED**
- **IDENTIFY HIGH QUALITY PARTNERS**
- **CREATE SHARED GOALS**
- **INVOLVE LEADERSHIP**
- **DEDICATE TEAM**
- **DESIGN STRATEGY**

**PHASE 2**

**PARTNERSHIP STRATEGY AND IMPLEMENTATION**

- **RFP CREATION**
- **OUTREACH & ASSESSMENT**
- **SKILL DEVELOPMENT**
- **WORK-BASED EXPERIENCE**
- **HIRING**
- **RETENTION**

**GRADS of LIFE TOOLBOX**

- **BUSINESS CASE:** Help identify key business need
- **PARTNERSHIP DIRECTORY:** Online directory to identify talent partners in your area
- **PARTNERSHIP RFP:** Explicit agreement between employer and partner
- **IMPLEMENTATION TOOL:** Determine partnership strategy details
## 1. Partnership Formation 101

**1. PARTNERSHIP FORMATION (GOL FACILITATED)**

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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<tbody>
<tr>
<td><strong>IDENTIFY BUSINESS NEED</strong></td>
<td>Determine the business need that the partnership is designed to address, such as recruitment efficiency, retention, diversity, or community social impact.</td>
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<tr>
<td><strong>IDENTIFY HIGH QUALITY PARTNERS</strong></td>
<td>Choose partners that have a demonstrated record of effectively working with Opportunity Youth and employers.</td>
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<tr>
<td><strong>CREATE SHARED GOALS</strong></td>
<td>Develop explicit goals, roles, timelines, and indicators of success of the partnership, including specific metrics. Record an agreement in a memorandum of understanding.</td>
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<tr>
<td><strong>INVOLVE LEADERSHIP</strong></td>
<td>Gain support of company leaders for partnership.</td>
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<td><strong>DEDICATE TEAM</strong></td>
<td>Dedicate staff to manage the partnership and maintain consistent communication.</td>
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<tr>
<td><strong>DESIGN STRATEGY</strong></td>
<td>Design implementation strategy and plan.</td>
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</tbody>
</table>

**BUSINESS CASE:** Help identify key business need.

**PARTNERSHIP DIRECTORY:** Online directory to identify talent partners in your area.

**IMPLEMENTATION TOOL:** Determine partnership strategy details.

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## 2.1 Outreach And Assessment

### 2. PARTNERSHIP STRATEGY AND IMPLEMENTATION

<table>
<thead>
<tr>
<th>PHASE 1 + RFP</th>
<th>OUTREACH &amp; ASSESSMENT</th>
<th>SKILL DEVELOPMENT</th>
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<tbody>
<tr>
<td><strong>EMPLOYER</strong></td>
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<td>Identify core competencies of roles to be filled</td>
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<td>Map role career path opportunities</td>
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<tr>
<td>Communicate competencies, career pathways, and corporate culture to provider</td>
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<tr>
<td><strong>PARTNER</strong></td>
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<tr>
<td>Assess skill level of potential candidates and identify areas for development</td>
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<tr>
<td>Share information about company work environment and career opportunities with young adults</td>
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<tr>
<td>Vet potential candidates for fit based on both skills and interest in career</td>
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<tr>
<td><strong>OUTPUT</strong></td>
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<tr>
<td>Clear role descriptions and candidate profiles</td>
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<tr>
<td>Vetted group of young adults for talent pipeline program</td>
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## 2.2 Skill Development

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#### EMPLOYER

- Assess existing learning and development systems and processes
- Share relevant training materials with partner
- Determine participation level in training delivery
- Organize employees to volunteer as mentors

#### PARTNER

- Provide core professional skill training
- Develop or adapt technical training curriculum to meet role-specific needs
- Mentor young adults throughout training
- Test efficacy of training model to deliver repeatable results with employer

#### OUTPUT

- Training curriculum corresponding to roles
- Young adult equipped with critical, role-specific professional and technical skills
### 2.3 Work-based Experience

#### EMPLOYER
- Provide structured on-site opportunity such as an internship, apprenticeship, or temporary job
- Provide structured feedback to young adult
- Communicate young adult performance to partner

#### PARTNER
- Gather employer feedback on performance
- Provide ongoing mentoring and support to young adult

#### OUTPUT
- Young adult has opportunity to practice skills and gain company exposure
- Employer can determine fit & preparedness for long-term employment
### 2.4 Hiring

#### EMPLOYER

- Review potential young adult hires according to criteria aligned to training curriculum, and extend invitation to interview
- Conduct interview and extend offer
- Provide onboarding training

#### PARTNER

- Assist young adults with job applications and interview preparation
- Gather feedback from employer about candidate fit

#### OUTPUT

- Youth receive a job offer and are prepared to be successful in the workplace
- Win-win: Youth placed in jobs with career growth opportunities and employer finds a new pipeline of talent to meet hiring needs
## 2.5 Retention

### 2. PARTNERSHIP STRATEGY AND IMPLEMENTATION

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#### EMPLOYER

Provide structured feedback to young adult

Articulate career paths & provide learning & development opportunities

Participate in scheduled check-ins with partner

#### PARTNER

Continue mentoring by conducting weekly check-in with young adult (first 3 months)

Visit employer on a monthly basis and/or conduct bi-monthly calls

Provide additional training as appropriate

#### OUTPUT

Young adult persists and advances in company, reducing turnover costs and increasing overall productivity