



## **Assisting Youth towards Safe, Secure & Decent Jobs**

**An Initiative by Salesian Provincial Conference South Asian Region**

# **GUIDEBOOK**

### **Young Workers – Salesian Constitution Art - 27**

Young people from poor areas who are looking for work, and young workers in general, often encounter difficulties and easily become victims of injustice.

Making the concern of Don Bosco our own, we go to them to prepare them to take their place with dignity in society and in the church and to alert them to the role they must play in the Christian transformation of Social life. make it secular only this Making the concern of Don Bosco our own, we go to them to prepare them to take their place with dignity in society and in the church and to alert them to the role they must play in the Christian transformation of social life.

## 1. Purpose of the document

The purpose of this Standard Operating Procedure (SOP) is to document and detail the processes that are used when engaging with various stakeholders throughout the JPN journey. This includes the outcomes and activities of the **Onboarding, Career guidance, Skill Training, Job placement and Post placement phases** with both job seekers and recruiters. Additionally, this document could also be used as reference document while engaging with other stakeholders and ecosystem players.

### Chapters and details

- a) The JPN journey
- b) Detailed project phases include the following components
  - a. Outcomes
  - b. Activities
  - c. Required documentation/data fields
  - d. How to use the Web Portal for the specific project phase (includes steps for data auditing)
- c) Best practices when managing data

## 2. The Indian Scenario: Challenges Faced by Young Workers

India's youth, with over 65% of the population under 35, encounter significant hurdles in their transition from education to employment. Youth unemployment stands at 10%, exceeding the national average, with many young individuals working in insecure, low-paid jobs within the formal/informal sector. Although younger generations often prefer flexible work arrangements over long-term contracts, the dominance of the informal sector (engaging 90% of the workforce) leaves many without legal protection, facing exploitation, unsafe conditions, and wage discrimination. Despite efforts like the Skill India initiative, a persistent disconnect remains between educational outcomes and industry needs, compounded by a widespread lack of career guidance and awareness. Rural-urban migration further complicates this landscape, as young migrants frequently occupy vulnerable positions in construction, domestic work, and factories, often experiencing poor living conditions and lack of job security. For young women, workforce participation is hindered by safety concerns, gender discrimination, and societal norms, resulting in a participation rate of just 25%. Additionally, the fluidity of the labor market leads to frequent job losses, which, if unanticipated, can be traumatic.

## 3. Our Response

Labour market integration plays a crucial role in helping individuals, especially youth, find professional roles that align with their skills and ambitions while fostering socialization and professional identity. Career guidance and job placement services are essential in this context, serving not only as tools for employment but as strategies for addressing the broader issue of unemployment. These services act as mechanisms for social justice, facilitating workforce integration, supporting sustainable livelihoods, and enhancing confidence in professional and social environments. By offering comprehensive support throughout various stages of professional life, Don Bosco Job Placement Network (DB JPN) contributes to building a more equitable and inclusive society, enabling youth to navigate the labor market in a manner that respects their aspirations and the evolving dynamics of work.

#### 4. Don Bosco Job Placement Network: Career Guidance and Job Placement Services

The Don Bosco Job Placement Network (DB JPN) is a forum connecting the Salesian initiatives dedicated to Career Guidance, Skill Training, and Job Placement for young job seekers across India. Committed to Decent Work and Economic Growth, DB JPN operates through a hub-and-spoke model with a pan-India presence, supported by a digital platform (donboscojobs.org) and a mobile app (JOBS DBI). Since its inception in 2019, despite challenges like the COVID-19 pandemic, DB JPN has positioned itself as an innovative leader in the job placement ecosystem, leveraging technology to reach and support job seekers nationwide.

DB JPN acts as a bridge between education and employment, equipping youth with the necessary skills, knowledge, and opportunities to navigate the labor market effectively. Services include job search assistance, recruitment support, employment placement, and skill training, offered directly through dedicated centers or in collaboration with partners.

##### 4.1. Key Focus Areas:

**Career Guidance & Mentorship:** Helping young people make informed career choices through counseling, workshops, and seminars.

**Skill Development & Job Readiness:** Training programs aligned with industry needs, including entrepreneurship and financial literacy.

**Job Placement & Recruitment Support:** Connecting job seekers with vetted employers through job fairs, recruitment drives, and employer engagement.

**Dignified Employment & Labor Rights:** Educating youth on ethical work practices and labor rights.

**Youth Entrepreneurship & Self-Reliance:** Supporting young people in building sustainable livelihoods.

**Labor Market Research & Networking:** Conducting industry analysis to identify skill gaps and employment opportunities.

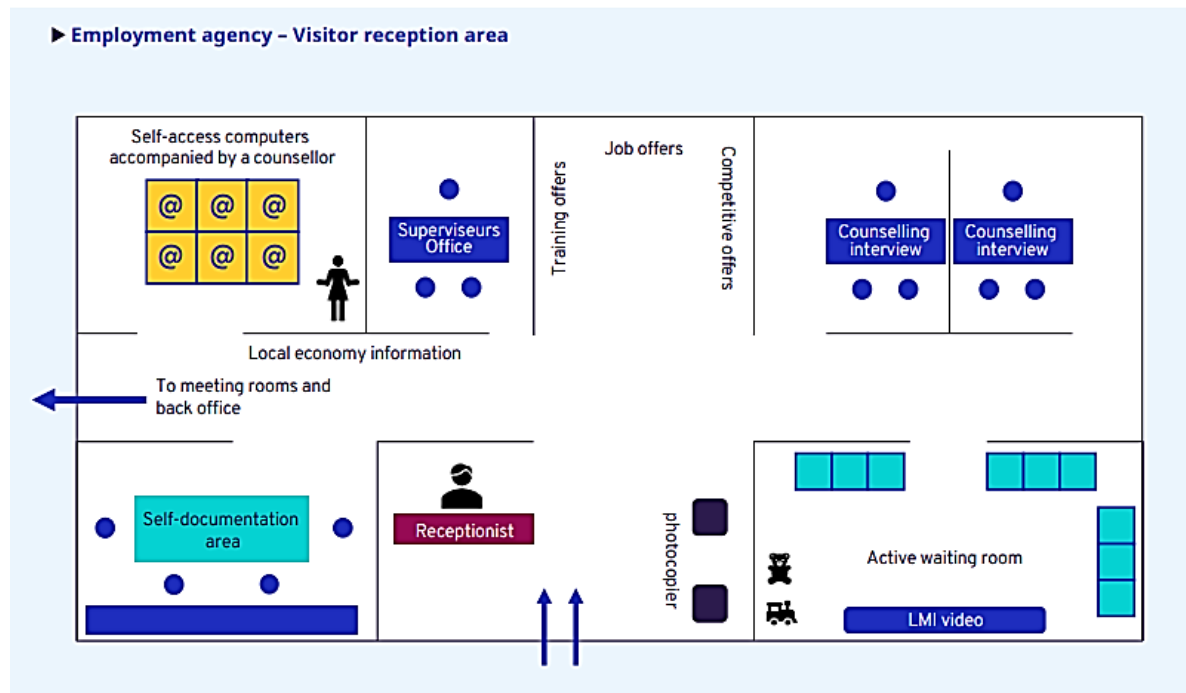
**Bridging the Digital Divide:** Enhancing digital access and skills among job seekers.

##### 4.2. Services & Activities:

| Service                                   | Activities  |
|---|---|
| <b>Career Guidance &amp; Counseling</b>   | Career seminars, teacher workshops, individual counseling, career exhibitions, and publication of guidance materials. |
| <b>Job Readiness &amp; Skill Training</b> | Workshops on job acquisition skills, entrepreneurship, self-employment, and financial literacy.                       |
| <b>Job Placement Assistance</b>           | Employer engagement, job fairs, recruitment drives, and direct job placements.  |
| <b>Mentoring &amp; Support</b>            | Continuous career development support through one-on-one mentoring.   |
| <b>Government Job Coaching</b>            | Competitive exam preparation, study centers, and training materials for government jobs.                              |
| <b>Job Information Network</b>            | Regular updates on job opportunities through a web portal and app.  |
| <b>Job Research Services</b>              | Market research, skill gap analysis, and course development based on industry needs.                                  |

## Chapter I

### GENERAL OFFICE LAYOUT



The **visitor reception area** of an employment agency is a structured space designed to facilitate these services effectively. This document outlines the key functional areas of the visitor reception and their significance.

### 1. Reception & Initial Contact

The **Receptionist** serves as the first point of contact, welcoming job seekers and directing them to relevant services. This ensures an efficient and streamlined approach where visitors receive guidance on available resources, including job listings, training opportunities, and counseling services.

### 2. Self-Help and Information Services

#### Self-Documentation Area

A dedicated section where job seekers can access employment-related resources, such as:

- Job postings and career guidance materials
- Labor market information (LMI)
- Resume-building and interview preparation guides

#### Self-Access Computers (with Counselor Assistance)

Digital tools are provided for job seekers to:

- Search and apply for jobs
- Draft and update resumes
- Access online training programs
- Receive assistance from on-site counselors

### **Local Economy Information**

This section provides insights into the job market trends, skill demands, and available employment opportunities within the local economy, helping job seekers make informed career decisions.

### **3. Personalized Employment Support**

#### **Supervisor's Office**

Employment agency staff oversee and manage services, offering:

- Individualized career counseling
- Job-matching support
- Training program recommendations

#### **Counseling Interview Rooms**

Dedicated spaces for one-on-one career counseling sessions where job seekers receive personalized guidance on:

- Career planning and goal setting
- Resume enhancement and interview skills
- Training and upskilling opportunities

### **4. Job and Training Offers**

A designated area for job seekers to explore real-time employment and training opportunities, categorized into:

- **Job Offers:** A list of available job vacancies
- **Competitive Offers:** High-demand or specialized job openings
- **Training Offers:** Opportunities for skill development and vocational training

### **5. Active Waiting Area & Labor Market Insights**

Unlike traditional waiting areas, the **Active Waiting Room** is designed to keep job seekers engaged with:

- **Labor Market Information (LMI) Videos**, providing updates on industry trends, job market shifts, and career opportunities
- Interactive resources that help visitors stay informed while waiting for their appointments

### **6. Operational Flow & Back Office**

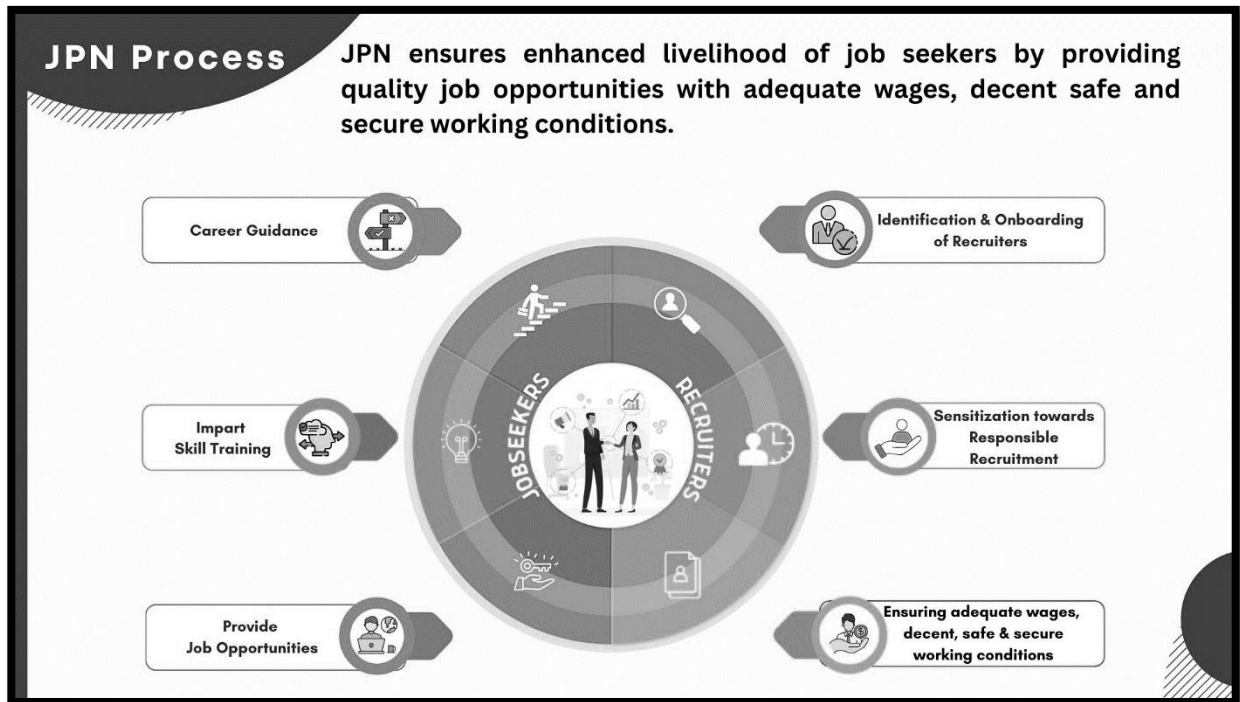
The **Meeting Rooms and Back Office** facilitate:

- Employer consultations and recruitment interviews
- Administrative processes for job placements
- Staff coordination for PES activities

## Chapter II

### DON BOSCO JOB PLACEMENT NETWORKS PROCESS

#### 1. THE PROCESS



The process comprises two primary components: **Engagement with Job Seekers and Engagement with Job Recruiters**, facilitated through the web portal [www.donboscojobs.org](http://www.donboscojobs.org) and the app "JOBS DBI". These interconnected services bridge the connection between job seekers and recruiters.

#### Engagement with Jobseekers

Engagement **with Job Seekers** focuses on onboarding, providing career guidance, delivering skill training, and presenting job opportunities. Their primary need is to secure **stable, decent employment** that aligns with their skills, aspirations, and life circumstances.

#### What are jobseekers' expectations?

##### 1. Access to Job Opportunities

- **Immediate Employment Options:** Job seekers expect JPN to provide **fast and easy access** to job openings that match their skills and experience.
- **Diverse Job Listings:** They look for **varied job opportunities**—including entry-level, technical, and skilled positions—across different industries.

- **Opportunities Beyond Local Areas:** Many youth are open to **migration for better-paying jobs** and expect JPN to provide **safe and reliable placement** options in other cities.

## 2. Transparent and Trustworthy Recruitment Process

- **No Middlemen or Hidden Fees:** Many job seekers, especially from vulnerable backgrounds, **fear exploitation** and expect JPN to offer **free, ethical, and transparent job placement services**.
- **Clear Job Information:** They want **detailed job descriptions, salary expectations, and contract terms** to make informed decisions.
- **Assurance of Fair Wages and Decent Work Conditions:** They expect JPN to ensure that the jobs provided follow **labour laws, offer fair wages, and have safe working conditions**.

## 3. Career Guidance and Counseling

- **Personalized Career Advice:** Many young job seekers are **unsure about career paths** and expect JPN to guide them in **choosing the right job based on their strengths and aspirations**.
- **Understanding Industry Trends:** Job seekers, particularly freshers, **want insights into growing job sectors** and what skills they need to acquire.

## 4. Skill Development and Training Support

- **Pre-Employment Training:** Many job seekers expect **basic job-readiness programs**, including:
  - Interview preparation
  - Resume building
  - Workplace communication skills
- **Vocational and Technical Training:** Those seeking **skilled jobs** expect JPN to offer or connect them to **short-term skill courses**.
- **Digital and Soft Skills Training:** In today's job market, many expect **basic computer skills, English communication, and personality development training**.

## 5. Support for Career Progression

- **Not Just a Job, But a Career Path:** Job seekers **don't just want a job**; they expect JPN to help them **build a sustainable career** by providing continuous learning opportunities.
- **Post-Placement Support:** Many workers, especially first-time employees, expect guidance on **workplace adaptation, conflict resolution, and financial literacy**.

## 6. Safe and Inclusive Work Environments

- **Protection from Exploitation:** Women, migrant workers, and people from disadvantaged backgrounds expect **safe workplaces** free from discrimination and harassment.

- **Support for Migrant Workers:** Job seekers relocating for work expect JPN to **ensure employer accountability, provide accommodation support, and offer legal assistance if needed.**

**In short** Job seekers expect JPN to be a **reliable bridge between them and decent employment** by providing:

- **Quick and transparent job matching**
- **Fair wages and decent working conditions**
- **Career counseling and training opportunities**
- **Post-placement support for workplace retention**

To remain effective, JPN must **prioritize job seekers’ needs, build trust, and provide holistic employment support** beyond just job placement.

### JPN PROCESS



### STEPS INVOLVED IN THE PROCESS OF JOB SEEKER ENGAGEMENT

#### Onboarding

##### Job Seekers:

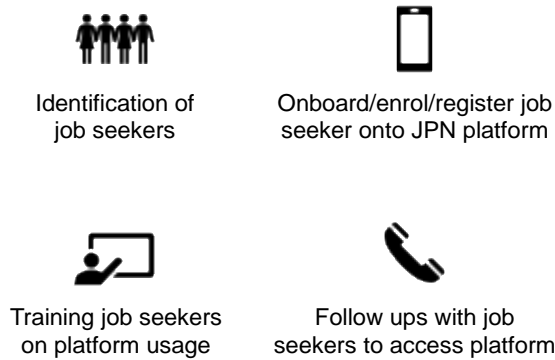
- Identify, mobilize, and onboard young job seekers aged 18-35 onto the web portal.
- Offer assistance in making decisions regarding job progression.
- Bridge the information gap by providing access to job market opportunities and support to those lacking resources.

##### Outcome:

| Short term  | Medium term  | Long term                            |
|---|--|--------------------------------------|
| Improved understanding of JPN platform and its offered services | Improved understanding of digital platforms/services to search for job opportunities | Improvement in income of job seekers |



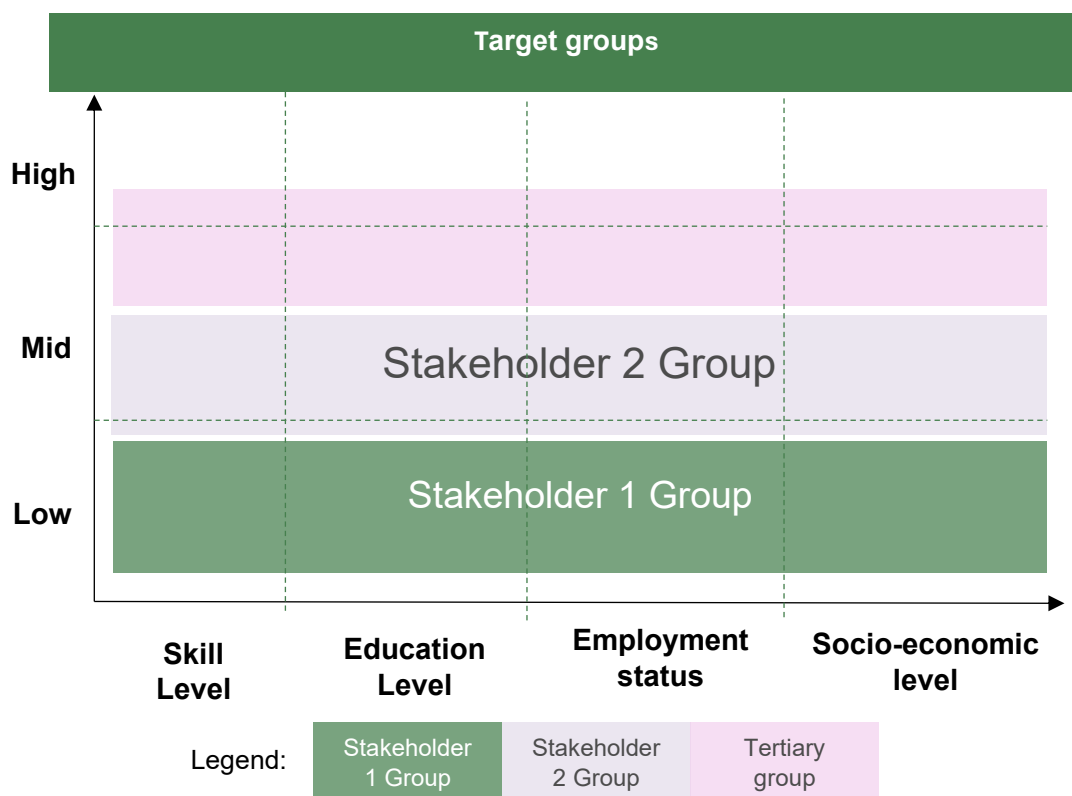
**Activities:**



**Defining and identifying the target segment:** The programme focuses on job seekers aged 18-35 from rural, tribal, slum, urban, and semi-urban areas, primarily belonging to lower socio-economic groups. It prioritizes three main stakeholder groups:

1. **Stakeholder Group 1:** Young job seekers with low skills, lacking basic educational qualifications, or from lower socio-economic backgrounds.
2. **Stakeholder Group 2:** Job seekers with some skills, technical education, or graduation, minimal work experience, and from better socio-economic backgrounds.
3. **Tertiary Group:** Skilled, educated job seekers from higher socio-economic groups who have already entered the job market.

Candidates are categorized into these groups based on the extent to which they fulfill the criteria, with a candidate being mapped to a group if they meet more than 50% of its characteristics. The programme places greater emphasis on engaging with Stakeholder Group 1.



### Standard indicators

- **Age Group:** The JPN programme will provide their services to all ages, but with a specific focus on job seekers between the ages of 18-35.
- **Geographies:** JPN will primarily focus on job seekers from Tier 1, 2 and 3 cities in the short term with an option to expand the scope to other cities in the medium and long term.

|                             | Education Qualification                    | Skill Level                | Employment Status                     |
|-----------------------------|--|----------------------------|---------------------------------------|
| <b>Stakeholder 1 Group</b>  | Dropout or 10 <sup>th</sup> pass           | Unskilled                  | Unemployed                            |
| <b>Stakeholder 2 Group</b>  | 12 <sup>th</sup> pass or Bachelor's degree | Low skilled – Semi skilled | Looking for 1 <sup>st</sup> time jobs |
| <b>Tertiary focus group</b> | Technical degree or higher                 | Semi-skilled - Skilled     | Previously employed                   |

**Job seeker tracker:** During the onboarding phase, Jobseekers should be assisted by the regional teams to be registered in the portal. This section includes the overall profile, previous and current status, aspirations and logistics. This section also includes data fields (enrolment status and platform related queries) that will help track the journey of the job seeker going forward for the soon to be onboarded job seeker.

**Dashboards:** There dashboards (will automatically update based on the entries in the job seeker tracker) help track the job seekers JPN journey. Each dashboard has separate sections that display the programme status at each level. Please ensure that the onboarding phase indicators accurately reflect the data entered.

### Data input and checking:

|                   |                                     |  |  |  |  |
|-------------------|-------------------------------------|--|--|--|--|
| <b>Data stage</b> | Data input by regional teams        | Detailed check by regional team (case by case if required) | Random check conducted by central team | Identification, assessment, and rectification of anomalies by central and regional teams | Data audit conducted by central team (and external auditor, if required) |
| <b>Frequency</b>  | <b>When job seeker is onboarded</b> | <b>Weekly</b>  | <b>Fortnightly</b>                     | <b>Monthly</b>   | <b>Quarterly</b>   |

## Additional activities that could help during the onboarding/mobilization phase:

### Community Mapping

Teams could conduct extensive research to collect various aspects of the community where the centre is operating. Geographical spread, size of the population, education standard, key pockets of target communities and so on can be analysed at this stage.

- a. Outlining the perimeter of mobilization
- b. Identification of served and under-served regions in the community
- c. Identification of training locations
- d. Identification of sourcing pockets in the community
- e. Find out the market size of eligible candidates in the region

### Market Scan

This is intended to understand the job market in and around the community where the youth are mobilized for skill training and job placement

- a. Industry Landscaping
- b. Employment conditions and expectations
- c. Collection of job profiling for entry-level workforce
- d. Understand the migratory pattern

### Consolidation of Insights

Some questions that can help understand the local area:

- a. What is the general profile of the potential set of candidates from the area?
- b. Which are the key areas for outreach and sourcing pockets?
- c. Who are the potential employers?

### Community Outreach

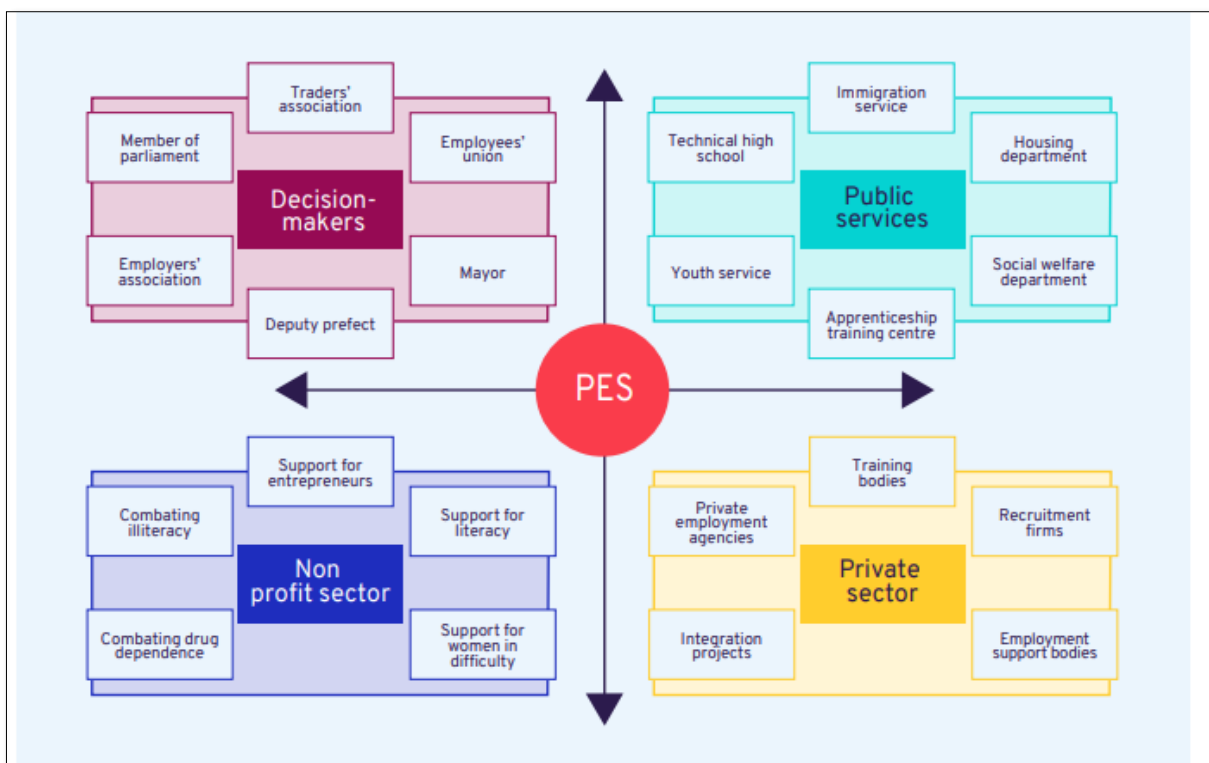
- a. Regular Planning meet: The team needs to meet regularly to set the mobilization targets, strategies, activities and the measurable outcomes for a particular period (monthly/fortnightly/weekly)
- b. Creation of plan of activities: An excel planning template is used to create, monitor, track and record each day/week
- c. Monitoring and supporting the day-to-day execution

### Strategies for Onboarding:

| Institutions   | Strategies  |
|--|---|
| <b>Alliance with Don BoscoCenters</b>                | <ul style="list-style-type: none"> <li>➤ Promoting JPN through social media handles.</li> <li>➤ Periodically sending Pamphlets and posters regarding Vacancies through post and email.</li> <li>➤ Organizing database camps.</li> <li>➤ Coordinating with the other placement coordinatorof institutions, Youth Directors, Program coordinators and communicating with them regularly.</li> </ul> |
| Don Bosco Migrant Help Desk -                        |   |
| Don Bosco Institutions                               |   |
| Don Bosco ITI  |   |
| Don Bosco Polytechnic Colleges                       |   |
| Don Bosco Colleges                                   |   |
| Don Bosco DB tech                                    |   |
| Don Bosco Skill Training Centers (Formal/ Non-Formal |   |
| Don Bosco Social Work Centers                        |   |
| Don Bosco Youth Centers                              |   |

| Alliance with others                       |   |
|--|---|
| Government Forums                          | <ul style="list-style-type: none"> <li>➤ Building Rapport with the government and other employment services.</li> <li>➤ Increasing the number of potential candidates through referrals</li> <li>➤ Conducting Sessions at these institutions (Career Guidance, Training, Job Acquiring Skill trainings etc.) and collecting Job seeker Information</li> </ul> |
| ITI  |   |
| Polytechnic Colleges                       |   |
| Colleges                                   |   |
| Skill Training Centres (Formal/Non-Formal) |   |
| Social Work Centres                        |   |
| Youth Groups                               |   |
| Organised and Unorganised Labour Unions    |   |
| Recruitment Agencies                       |   |
| Other Forums                               |   |

### Create a robust Network



### Job Counselling



**Conduct career guidance session with job seeker**



**Bifurcate job seekers into job ready and require skilling categories**

Job counseling plays a critical role in helping young job seekers make informed career decisions, improve their employability, and successfully integrate into the workforce. In employment service

centers, it should be conducted systematically to address the diverse needs of job seekers from different backgrounds, skill levels, and aspirations.

## **Key Aspects of Job Counseling**

### **1. Initial Assessment & Profiling**

- Conduct one-on-one interviews to understand the job seeker's educational background, skills, interests, career goals, and work experience (if any).
- Use aptitude tests, career assessment tools, and psychometric evaluations to gauge their strengths, weaknesses, and career preferences.
- Identify barriers to employment, such as lack of skills, low confidence, financial constraints, or limited access to job opportunities.

### **2. Career Guidance & Goal Setting**

- Offer insights into current job market trends, emerging industries, and sector-wise job opportunities.
- Educate job seekers about different career paths, including vocational training, apprenticeships, entrepreneurship, and further education.
- Help them set realistic short-term and long-term career goals based on their interests and skills.

### **3. Skill Development & Training Recommendations**

- Identify gaps in skills and suggest suitable training programs (technical skills, soft skills, digital literacy, etc.).
- Connect them to skill development programs, workshops, and certification courses that align with job market demands.
- Provide resume-building and interview preparation sessions to enhance job readiness.

### **4. Enrolling in the Don Bosco Job Placement Web Portal & App**

- Guide job seekers to register on the Don Bosco Job Placement Web Portal and App to access job listings, career resources, and employer connections.
- Demonstrate the platform's features, such as job search filters, resume submission, interview alerts, and training resources.
- Explain how regular updates and active participation in the portal can increase their chances of securing employment.
- Encourage them to attend job fairs, training sessions, and employer networking events through the platform.

### **4. Personalized Career Counseling & Motivation**

- Address career-related doubts, fears, and anxieties through individual counseling.
- Encourage job seekers to stay motivated and committed to their career journey.
- Offer mentorship programs by connecting them with industry professionals and alumni.

## Attitude of an Employment Counselor

A job counselor should be more than just an advisor; they must act as a mentor, guide, and motivator to job seekers. The following key attitudes are essential for an employment counselor:

**Empathy & Patience** – Understanding the struggles and aspirations of job seekers, especially those from vulnerable backgrounds.

**Encouraging & Motivational Approach** – Helping job seekers believe in their potential and stay motivated even when facing challenges.

**Solution-Oriented Mindset** – Offering practical solutions, whether through training recommendations, employer connections, or confidence-building techniques.

**Non-Judgmental & Supportive** – Recognizing that each job seeker’s journey is unique and providing unbiased guidance.

**Proactive & Well-Informed** – Staying updated on job market trends, employer expectations, and skill development opportunities.

**Holistic Guidance** – Addressing not just job placement but also career growth, soft skills, and personal development.

**Commitment to Follow-Up** – Ensuring continuous support, guidance, and motivation for job seekers even after placement.

## Best Practices for Effective Job Counseling

- **Personalized Approach** – Every job seeker is unique; tailor counseling sessions accordingly.
- **Practical & Realistic Advice** – Guide them toward achievable career paths based on the job market.
- **Empowerment & Encouragement** – Build their confidence and help them recognize their potential.
- **Collaboration with Employers** – Maintain strong industry connections to provide direct job opportunities.
- **Continuous Learning & Adaptation** – Keep updating career counseling strategies based on changing industry needs.

By conducting job counseling effectively and leveraging digital tools like the Don Bosco Job Placement Web Portal & App, employment service centers can empower young job seekers with the right skills, knowledge, and confidence to navigate the job market and build meaningful careers.

**Job seeker tracker:** During the career guidance phase, the corresponding section labelled career guidance needs to be filled out accurately by the regional teams. This section includes the categorization of the job seeker and the journey of the job seeker during this phase.

**Career guidance assessment:** This sheet contains a pre-career guidance assessment, a post career-guidance assessment and a feedback questionnaire that needs to be filled out as per the journey of the job seeker. Please ensure that the completion of these assessment forms is captured in the job seeker tracker.

**Dashboards:** The dashboards (will automatically update based on the entries in the job seeker tracker) help track the job seekers JPN journey. Each dashboard has separate sections that display the programme status at each level. Please ensure that the career guidance phase indicators are accurately reflecting the data entered.

**Data input and checking:**

| <b>Data stage</b> | Data input by regional teams  | Detailed check by regional team (case by case if required) | Random check conducted by central team | Identification, assessment and rectification of anomalies by central and regional teams | Data audit conducted by central team (and external auditor, if required) |
|-------------------|---|--|--|---|--|
| <b>Frequency</b>  | <b>When job seeker has completed or in the process of career guidance</b> | <b>Fortnightly</b>   | <b>Fortnightly</b>                     | <b>Monthly</b>  | <b>Quarterly</b>   |

Everyone should be free to choose an occupation corresponding to their personality, without restriction or discrimination. It is essential to understand that career guidance is not just for school leavers. Working lives generally span more than 40 years. Everyone will therefore have to make choices along the way, manage transitions and train and orient themselves throughout their lives. Knowing how to orientate oneself is a skill that everyone must acquire in order to mitigate the impacts of life’s vagaries.

**Skilling/Job Readiness**

**Job seeker**

**3 skills most sought after recruiters**

- Knowing how to organize their work and prioritize activities
- Ability to adapt to change
- Ability to work independently

**Outcome:**

| <b>Short term</b>                          | <b>Medium term</b>                       | <b>Long term</b>                     |
|--|--|--------------------------------------|
| Increase in relevant skills for job market | Increase in confidence to apply for jobs | Improvement in income of job seekers |

**Activities:**



**Provide avenues/linkages to obtain training**



**Conduct training of job seekers wherever relevant**

### 1. Job Search Assistance & Placement Support

- Teach effective job search strategies, including online job portals, networking, and direct applications.
- Guide them in creating a professional resume and cover letter tailored to specific job roles.
- Offer mock interviews and role-playing exercises to build confidence and improve communication skills.
- Provide access to job fairs, employer connections, and on-the-job training opportunities.

### 2. Entrepreneurship & Self-Employment Guidance (if applicable)

- For those interested in starting their own business, provide guidance on business planning, government schemes, and financial support options.
- Connect them with microfinance institutions, startup incubation centers, and entrepreneurial mentors.

### 3. Follow-Up & Continuous Support

- Conduct regular follow-ups to track progress, provide additional support, and modify career plans as needed.
- Encourage participation in peer support groups, networking events, and professional development activities.
- Offer post-placement support to help them adjust to their new work environment.

**Job seeker tracker:** During the skilling phase, the corresponding section labelled skilling needs to be filled out accurately by the regional teams. This section includes the tracking of the journey of the job seeker and the duration and outcome of the training session

**Skilling assessment:** This sheet contains a pre-skilling assessment and a post that needs to be filled out as per the journey of the job seeker. Please ensure that the completion of these assessment forms is captured in the job seeker tracker.

**Dashboards:** The dashboards (will automatically update based on the entries in the job seeker tracker) help track the job seekers JPN journey. Each dashboard has separate sections that display the programme status at each level. Please ensure that the skilling phase indicators are accurately reflecting the data entered.

#### Data input and checking:

| Data stage | Data input by regional teams                              | Detailed check by regional team (case by case if required) | Random check conducted by central team | Identification, assessment and rectification of anomalies by central and regional teams | Data audit conducted by central team (and external auditor, if required) |
|------------|---|--|--|---|--|
| Frequency  | When job seekers are undergoing and/or completed training | Fortnightly  | Fortnightly                            | Monthly   | Quarterly  |



## Engagement with Recruiters

It involves onboarding, promoting responsible recruitment practices, negotiating salaries, ensuring employee benefits, and facilitating placements. This aims to meet the staffing needs of companies effectively.

While JPN primarily focuses on job seekers, a significant challenge lies in the underutilization of its services by employers. For JPN to function effectively as a labor market intermediary, it must secure a steady flow of job offers. Without sufficient employer engagement, the system cannot operate optimally. A key priority, therefore, is to build trust with employers by demonstrating JPN's ability to deliver relevant, high-quality candidates efficiently. Enhancing employer-focused services will be crucial in the coming years, particularly in addressing labor shortages across various economic sectors.

### Recruiter Engagement Process



#### What are employers' expectations (private companies or public employers)?

Employers—whether private companies or public organizations—seek efficient, reliable, and cost-effective recruitment solutions. Their expectations from **Don Bosco Job Placement Network (JPN)** center around **access to skilled candidates, streamlined hiring processes, and value-added services.**

#### 3.2.1. Access to Qualified Talent

- **Pre-Screened and Job-Ready Candidates:** Employers expect JPN to provide **high-quality candidates** with the right skills, experience, and attitude for the job.
- **Industry-Specific Talent Pools:** Access to workers with **specialized skills** (e.g., technical, ITI, diploma holders, blue-collar workforce) based on employer needs.
- **Support for Mass Recruitment:** Companies, especially in **manufacturing, logistics, and retail**, seek JPN assistance in recruiting large numbers of workers efficiently.

#### 3.2.2. Fast and Cost-Effective Recruitment

- **Speed and Efficiency:** Employers want **quick hiring solutions** with **minimal effort** on their part. They expect **automated matching**, proactive candidate referrals, and smooth communication.
- **Reduced Hiring Costs:** Unlike expensive private recruitment agencies, JPN is expected to offer **affordable hiring services** for socially responsible recruitment.

### 3.2.3. Skill Development and Workforce Readiness

- **Pre-Employment Training:** Many employers expect JPN to offer **basic job-readiness training**, including soft skills, workplace etiquette, and basic technical skills.
- **Upskilling & Apprenticeships:** Companies prefer **job-oriented training programs**, apprenticeships, and internships tailored to industry needs.

### 3.2.4. Employer Branding & Long-Term Partnership

- **Visibility Among Job Seekers:** Employers expect JPN to **promote their job openings effectively**, ensuring access to a wider candidate pool.
- **Ongoing Collaboration:** Employers appreciate **long-term partnerships** where JPN understand their needs and provide **customized hiring solutions**.

### 3.2.5. Compliance and Administrative Support

- **Guidance on Labour Laws:** Employers expect **assistance in understanding local labour regulations, wage structures, and compliance** requirements.
- **Workforce Retention Strategies:** Support in addressing **high attrition rates** through career counseling, employee engagement, and post-placement support.

### 3.2.6. Socially Responsible & Inclusive Hiring

- **Access to Marginalized Talent Pools:** Companies, especially those with **CSR-driven hiring strategies**, expect JPN to connect them with candidates from underprivileged backgrounds.
- **Diversity and Inclusion Support:** Employers want PES/JPN to **facilitate hiring of women, persons with disabilities, and youth from disadvantaged communities**.

## 2. Caution: Ensuring Safe, Secure, and Decent Jobs

While onboarding recruiters, it is essential to prioritize the safety, security, and dignity of job seekers. Employers must be committed to enhancing the livelihoods of employees by providing decent work opportunities that align with international labour standards.

### 4.1. Decent Work & SDG 8 Framework Chart

| Category                                | Key Aspects  | Objectives (Aligned with SDG 8)   |
|---|--|---|
| <b>Strategic Pillars of Decent Work</b> | <ol style="list-style-type: none"> <li>1. Full &amp; Productive Employment</li> <li>2. Rights at Work</li> <li>3. Social Protection</li> <li>4. Social Dialogue</li> </ol> | <ul style="list-style-type: none"> <li>- Promote inclusive &amp; sustainable economic growth</li> <li>- Ensure labor rights &amp; safe workplaces</li> <li>- Create full &amp; productive employment</li> </ul> |
| <b>Cross-Cutting Objective</b>          | <i>Gender Equality (SDG 8.5 &amp; 8.8)</i>   | <ul style="list-style-type: none"> <li>- Equal pay &amp; opportunities for women</li> <li>- Protection from workplace discrimination</li> </ul>   |
| <b>Decent Work Indicators</b>           | <i>1. Employment Opportunities (SDG 8.3, 8.5)</i>  | <ul style="list-style-type: none"> <li>- Promote job creation &amp; entrepreneurship</li> <li>- Reduce youth unemployment</li> </ul>  |
|   | <i>2. Adequate Earnings &amp; Productive Work (SDG 8.5)</i>  | <ul style="list-style-type: none"> <li>- Ensure fair wages &amp; equal pay</li> <li>- Improve living standards</li> </ul>   |

|   |  |  |
|---|--|--|
|   | 3. Decent Working Time (SDG 8.8)   | - Regulated hours & protection from excessive overtime                             |
|   | 4. Work-Life Balance (SDG 8.5)   | - Encourage flexible work arrangements & family-friendly policies                  |
|   | 5. Work to Be Abolished (SDG 8.7)  | - End child labor, forced labor & human trafficking                                |
|   | 6. Stability & Security of Work (SDG 8.3)                                      | - Promote formal, stable employment  |
|   | 7. Equal Opportunity & Treatment (SDG 8.5 & 8.8)                               | - Ensure inclusivity & non-discrimination in employment                            |
|   | 8. Safe Work Environment (SDG 8.8)   | - Strengthen occupational health & safety standards                                |
|   | 9. Social Security (SDG 8.3 & 8.5)   | - Ensure access to health insurance, pensions & unemployment benefits              |
|   | 10. Social Dialogue & Worker Representation (SDG 8.8)                          | - Strengthen collective bargaining & employer-employee relations                   |
| <b>Economic &amp; Social Context of Decent Work</b> | - Economic Growth (SDG 8.1 & 8.2) - Social Inclusion - Sustainable Development | - Boost productivity & innovation - Reduce income inequality & informal employment |

### Process for Recruiters



### Onboarding

While onboarding Recruiters make sure they provide **Safe, Secure and decent jobs to enhance the livelihood of the employees**

**The four strategic pillars of the Decent Work Agenda are:**

- 1. Full and productive employment**
- 2. Rights at work**
- 3. Social protection**
- 4. Promotion of social dialogue.**

The Decent Work Agenda includes a cross-cutting objective of gender equality. Thus, the Decent Work Indicators will be disaggregated by sex, whenever possible.

**Outcome:**

| Short term  | Medium term   | Long term  |
|---|---|--|
| 1. Improved understanding of JPN and other digital platforms<br>2. Improved understanding of job seekers cohort | 1. Increased usage of digital platforms<br>2. Increased enrolment of recruiters on platform | Improved understanding of job placement ecosystem resulting in better job listings |

**Activities:**



Identification of the Recruiters



Sensitisation/build awareness of recruiters on JPN platform



Outreach and compatibility check of recruiters



Enrolment/onboarding onto platform

*Please note: Before onboarding the recruiter onto the JPN platform, please ensure compatibility of the recruiter based on the criteria set forth in the pre-onboarding recruiter check sheet*

**Pre-onboarding recruiter check:** This sheet contains data points that will help the regional and central teams identify the necessary credentials for a recruiter to be onboarded. This phase is necessary for the regional teams to assess the fitment of the recruiters that will be onboarded onto the platform/programme.

**Recruiter tracker:** During the onboarding phase, the corresponding section labelled onboarding needs to be filled out accurately by the regional teams. This section includes the overall profile of the soon to be onboarded recruiter.

**Workshop with recruiters:** This sheet helps identify the number of meetings or number of recruiters that have been reached out to. Clearly label the topic and agenda points of the workshop depending on the objective of the meeting.

**Dashboards:** The dashboards (will automatically update based on the entries in the recruiter tracker) help track the recruiter’s journey with the JPN programme. Each dashboard has separate sections that display the programme status at each level. Please ensure that the onboarding phase indicators are accurately reflecting the data entered.

**Data input and checking:**

|                   |                                    |  |  |   |  |
|-------------------|------------------------------------|--|--|---|--|
| <b>Data stage</b> | Data input by regional teams       | Detailed check by regional team (case by case if required) | Random check conducted by central team | Identification, assessment and rectification of anomalies by central and regional teams | Data audit conducted by central team (and external auditor, if required) |
| <b>Frequency</b>  | <b>When recruiter is onboarded</b> | <b>Weekly</b>  | <b>Fortnightly</b>                     | <b>Monthly</b>  | <b>Quarterly</b>   |

**Additional activities that could help during the onboarding/mobilization phase:**

**Classification of recruiters**

- a. Creating categories for the recruiter type
- b. Categorizing onboarded recruiters to help understand industry trends
- c. Consolidating the expectations of the recruiter types to ensure effective communication of expectations to job seekers
- d. Using Job search engines, Social Media handles, Newspapers to retrieve Job Information
- e. Creating a network with the other Placement and Public and Private employment service organizations to find job openings.
- f. Organizing the HR Forums into a network to access job Information

**Recruiter (Job Readiness)**

**Outcome:**

| Short term                                | Medium term   | Long term  |
|---|---|--|
| Improvement in the number of job listings | 1. Increased usage of digital platforms<br>2. Increased enrolment of recruiters on platform | Improved understanding of job placement ecosystem resulting in better job listings |

**Activities:**



**Getting the job listing**



**Understanding the job listing**

**Job listing tracker:** This MIS will be used to record the job listings and vacancies provided by recruiters. This sheet will also be used to capture the number of job seekers available as per the recruiters' criteria, matched for interviews and number of job seekers finally placed.

**Recruiter tracker:** During the job readiness phase, the corresponding section labelled job readiness needs to be filled out accurately by the regional teams. This section includes tracking the listing and vacancies that are listed on the job listing tracker.

**Workshop with recruiters:** Clearly label the topic and agenda points of the workshop depending on the objective of the meeting if relevant.

**Dashboards:** The dashboards (will automatically update based on the entries in the recruiter tracker) help track the recruiters JPN journey. Each dashboard has separate sections that display the programme status at each level. Please ensure that the job readiness phase indicators are accurately reflecting the data entered.

### Data input and checking:

|                   |   |  |  |   |  |
|-------------------|---|--|--|---|--|
| <b>Data stage</b> | Data input by regional teams  | Detailed check by regional team (case by case if required) | Random check conducted by central team | Identification, assessment and rectification of anomalies by central and regional teams | Data audit conducted by central team (and external auditor, if required) |
| <b>Frequency</b>  | <b>When recruiters have provided or posted job listings/vacancies</b> | <b>Fortnightly</b>   | <b>Fortnightly</b>                     | <b>Monthly</b>  | <b>Quarterly</b>   |

### Job Placement

#### Job seeker

#### Outcome:

| Short term                           | Medium term   | Long term   |
|--------------------------------------|---|---|
| Increase access to job opportunities | Increase in confidence to apply and be placed in jobs | Improvement in income of job seekers and retention in well matched jobs |

#### Activities:



**Conduct matchmaking based on data available from previous project phases**



**Conduct job placement activity**



**Facilitate intermediary functions between job seekers and recruiters**

**Job seeker tracker:** During the job placement phase, the corresponding section labelled job placement needs to be filled out accurately by the regional teams. This section includes the tracking of the journey of the job seeker, status of matching and placement of the job seeker and some indicators that help understand the impact of the placement on the job seeker. Based on the criteria of the recruiters, the filters on the top of the sheets will provide the best suited candidates per the job listing/vacancy. These names will be matched on the recruiter master sheet.

**Dashboards:** The dashboards (will automatically update based on the entries in the job seeker tracker) help track the job seekers JPN journey. Each dashboard has separate sections that display the programme status at each level. Please ensure that the job placement indicators are accurately reflecting the data entered.

### Data input and checking:

|                   |                                |  |  |   |  |
|-------------------|--------------------------------|--|--|---|--|
| <b>Data stage</b> | Data input by regional teams   | Detailed check by regional team (case by case if required) | Detailed check conducted by central team | Identification, assessment and rectification of anomalies by central and regional teams | Data audit conducted by central team (and external auditor, if required) |
| <b>Frequency</b>  | <b>When job seekers are in</b> | <b>Weekly</b>  | <b>Fortnightly</b>                       | <b>Monthly</b>  | <b>Quarterly</b>   |

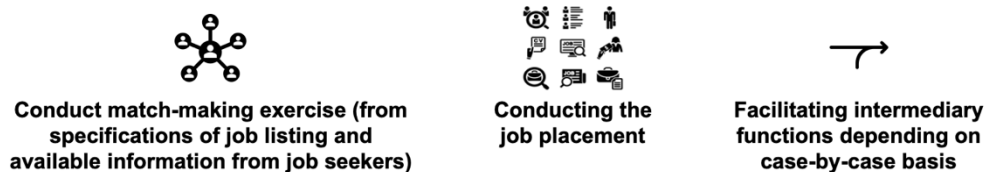
|  |   |  |  |  |  |
|--|---|--|--|--|--|
|  | the process of job placement (matching, interviewing and placement) |  |  |  |  |
|--|---|--|--|--|--|

## Recruiter

### Placement Outcome:

| Short term   | Medium term   | Long term   |
|--|---|---|
| Increase access/virtual connection to job seekers through JPN platform | 1. Increased confidence of recruiters to engage with JPN platform<br>2. Increased enrolment | Improvement in quality placement through JPN Platform |

### Activities:



### Using the MIS

**Job matcher:** This sheet will be used to match the job seekers that have been and vacancies provided by recruiters. The filtered candidates selected from the job seeker tracker will be matched here as per the job listing. Please ensure that the matched criteria has been identified on the job seeker tracker for most effective matching.

**Recruiter tracker:** During the job placement phase, the corresponding section labelled job placement needs to be filled out accurately by the regional teams. This section includes tracking the number of candidates available per recruiter/company

**Dashboards:** The dashboards (will automatically update based on the entries in the recruiter tracker) help track the recruiters JPN journey. Each dashboard has separate sections that display the programme status at each level. Please ensure that the job placement phase indicators are accurately reflecting the data entered.

### Data input and checking:

| Data stage | Data input by regional teams  | Detailed check by regional team (case by case if required) | Detailed check conducted by central team | Identification, assessment and rectification of anomalies by central and regional teams | Data audit conducted by central team (and external auditor, if required) |
|------------|---|--|--|---|--|
| Frequency  | When job seekers are in the process of job placement (matching, interviewing and placement) | Weekly   | Weekly                                   | Monthly   | Quarterly  |

## Post Placement

### Job seeker

#### Post Placement Outcome:

| Short term  | Medium term  | Long term   |
|---|--|---|
| Increase in understanding of job seeker's self-career growth and awareness of JPN help services | Increase in job satisfaction, linkages to recruiters and connection to JPN programme | Improvement in income of job seekers and average tenure in jobs |

#### Activities:

  
**Provide linkages to post placement help services (health, financial, legal, etc.)**

  
**Conduct feedback session with job seekers**

  
**Provide post placement career guidance for upskilling and reskilling**

#### Using the MIS

**Job seeker tracker:** During the job placement phase, the corresponding section labelled post placement needs to be filled out accurately by the regional teams. This section includes the tracking of the journey of the job seeker after placement and the type of support required by the job seeker after placement. The post placement will allow the regional teams to monitor the journey of the job seeker for 3 months after their placement and provide additional services and information for upskilling or reskilling if required.

**Post placement assessment:** This assessment contains the questions (indicators) that help understand the journey and mindset of the job seeker after placement and additionally also helps gauge the impact of the programme once analysed. The completion of the post placement assessment and the feedback form should be updated on the job seeker tracker to ensure completion or next steps of the job seekers JPN journey.

**Dashboards:** The dashboards (will automatically update based on the entries in the job seeker tracker) help track the job seekers JPN journey. Each dashboard has separate sections that display the programme status at each level. Please ensure that the post placement indicators are accurately reflecting the data entered.

#### Data input and checking:

|                   |   |  |  |   |  |
|-------------------|---|--|--|---|--|
| <b>Data stage</b> | Data input by regional teams              | Detailed check by regional team (case by case if required) | Detailed check conducted by central team | Identification, assessment and rectification of anomalies by central and regional teams | Data audit conducted by central team (and external auditor, if required) |
| <b>Frequency</b>  | <b>After job seekers have been placed</b> | <b>Weekly</b>  | <b>Weekly</b>                            | <b>Monthly</b>  | <b>Quarterly</b>   |



## Recruiter

### Post Placement Outcome:

| Short term  | Medium term   | Long term   |
|---|---|---|
| Increased dependability on JPN platform/programme | <ol style="list-style-type: none"> <li>1. Improved retention of JPN candidates</li> <li>2. Improved return on investment per candidate</li> </ol> | Improvement in utilizing JPN platform for quality placement |

### Activities:



**Collecting feedback from recruiters periodically about JPN platform & job seekers**



**Track the job seekers growth/retention in the job**

### Using the MIS

**Recruiter tracker:** During the post placement phase, the corresponding section labelled post placement needs to be filled out accurately by the regional teams. This section includes tracking the number of candidates that have been placed as per the recruiting entity.

**Recruiter feedback form:** This questionnaire/feedback form helps understand the perception and the services provided by the JPN programme. This also helps understand the quality of the job seekers/candidates that have been engaged with through the programme and the likelihood of the recruiter utilizing the services of the programme again.

**Dashboards:** The dashboards (will automatically update based on the entries in the recruiter tracker) help track the recruiters JPN journey. Each dashboard has separate sections that display the programme status at each level. Please ensure that the post placement phase indicators are accurately reflecting the data entered.

### Data input and checking:

|                   |  |  |  |   |  |
|-------------------|--|--|--|---|--|
| <b>Data stage</b> | Data input by regional teams   | Detailed check by regional team (case by case if required) | Random check conducted by central team | Identification, assessment and rectification of anomalies by central and regional teams | Data audit conducted by central team (and external auditor, if required) |
| <b>Frequency</b>  | <b>After recruiters have finalized placement of selected job seekers</b> | <b>Monthly</b>   | <b>Monthly</b>                         | <b>Monthly</b>  | <b>Quarterly</b>   |

IMPACT:



## CHAPTER III

### DATA MANGEMENT

WEB PORTAL : [www.donboscojobs.org](http://www.donboscojobs.org)

LOG IN

[www.donboscojobs.org/admin](http://www.donboscojobs.org/admin)

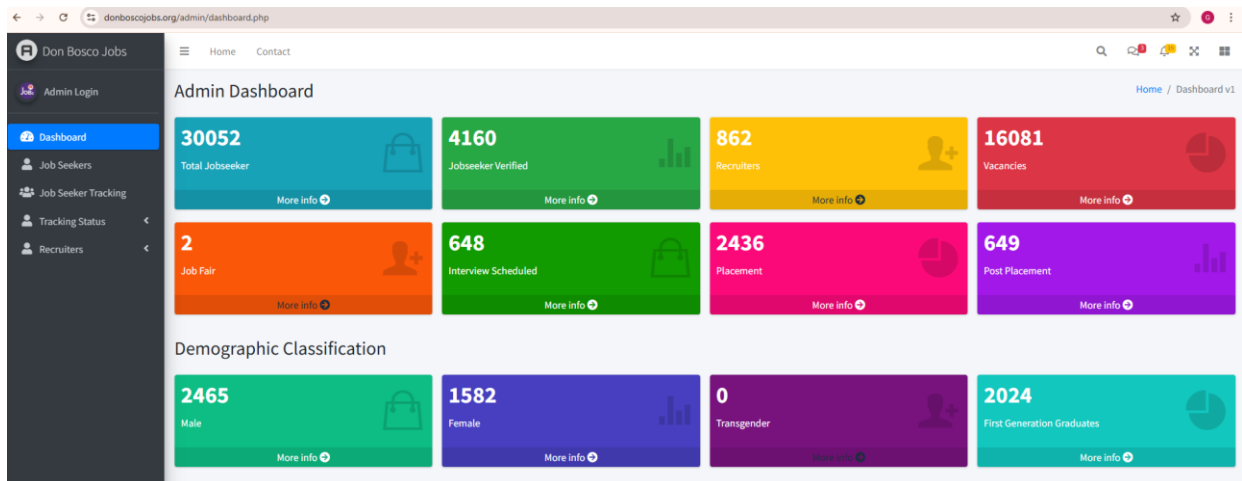
### Admin Login

Sign in to start your session

Remember Me

[Click here to Super Admin Login](#)

### Dashboard



### Job Seeker Verification

The Job Seeker Verification page allows administrators to manage and verify job seekers. It includes a search form with various filters and a table displaying the results.

| S.No | Unique Number | Status     | Actions                                     | Name             | Age | Qualification | Degree                  | Major / Trade     | Mobile No  | Current State | Current District | Current City   | Email            |
|------|---------------|------------|---|------------------|-----|---------------|-------------------------|-------------------|------------|---------------|------------------|----------------|------------------|
| 1    | 32551         | Unverified | <a href="#">Edit</a> <a href="#">Delete</a> | Orlamsius Jyrywa | 23  | Graduate      | B.A. (Bachelor of Arts) | Political Science | 8974724595 | JHARKHAND     | Sahibganj        | Barharwa       | orlamsiusjyrywa4 |
| 2    | 32550         | Unverified | <a href="#">Edit</a> <a href="#">Delete</a> | Stephen Raj      | 30  | 12- pass      |                         |                   | 7899752370 | KARNATAKA     | Bangalore        | Bangalore East | stephenraj15014  |

## Job Seeker Tracking

**Job Seeker Tracking**

From Date: dd-yy-yyyy To Date: dd-yy-yyyy State: District: Gender: Religion: Category: Willing to Work: Documents: Highest Education Qualification: Degree: Major: Search:

| S.No | Unique Number | Skill Tracking | Interview Tracking | Placement Tracking | Post Tracking   | Followed By        | Name                    | Age | Gender | Mobile No  | Qualification | Degree                                    | Major  |
|------|---------------|----------------|--------------------|--------------------|-----------------|--------------------|-------------------------|-----|--------|------------|---------------|---|--|
| 1    | 32527         | Skilling       | Schedule Interview | Placements         | Post Placements | Coordinator Trichy | Mahiba R                | 22  | Female | 9487307707 | Graduate      | B.E. (Bachelor of Engineering)            | Electronic and Communication Engineering (Industry Integrated) |
| 2    | 32523         | Skilling       | Schedule Interview | Placements         | Post Placements | Coordinator Trichy | Anbukkarasi Anbukkarasi | 35  | Female | 7708022148 | Post Graduate | M.A. (Master of Arts)                     |  |
| 3    | 32521         | Skilling       | Schedule Interview | Placements         | Post Placements | Coordinator Trichy | sruthi P                | 23  | Female | 6374879626 | Graduate      | B.C.A. (Bachelor of Computer Application) |  |

## Employability Skill Tracking

**Job Seeker - Job Acquiring Skill Tracking**

Job acquiring Skill Tracking

Date: dd-yy-yyyy Event Name: --- Select --- Remarks: Update

| S.No                       | Unique Number | Name | Contact No | Skill Date | Events | Remarks | Action |
|----------------------------|---------------|------|------------|------------|--------|---------|--------|
| No data available in table |               |      |            |            |        |         |        |

## Interview Tracking

**Schedule Interview Tracking**

Schedule Interview

Company Name: --- Select --- Posted Jobs: --- Select --- Mode of Interview: --- Select --- Web Link: Date: Start Time: End Time: State: District: Venue: Description: Update

| S.No                       | Unique Number | Name | Contact No | Company | Job Role | Interview Date | Interview Mode | Web Link | State | District | Venue | Start Time | End Time | Description | Status |
|----------------------------|---------------|------|------------|---------|----------|----------------|----------------|----------|-------|----------|-------|------------|----------|-------------|--------|
| No data available in table |               |      |            |         |          |                |                |          |       |          |       |            |          |             |        |

## Placement Tracking

**Placement Tracking**

Job Placements

Company Name: --- Select --- Posted Jobs: --- Select ---

Interview Date: dd----yyyy Mode of Interview: --- Select ---

Current Status: --- Select ---

**Update**

Copy CSV Excel PDF Print Column visibility \* Search:

| S.No | Unique Number | Name     | Mobile No  | Company                                 | Job_Role     | Interview Date | Current Status | Interview Mode | Action |
|------|---------------|----------|------------|---|--------------|----------------|----------------|----------------|--------|
| 1    | 32527         | Mahiba R | 9487307707 | IMARTCIJS Learnings Pvt Ltd- Coimbatore | Data Analyst |                | null           |                | Delete |

## Post Placement Tracking

**Post Placement Tracking**

Job Post Placements

Company Name: --- Select --- Posted Jobs: --- Select ---

Joined Date: dd----yyyy Remarks:

Upload Document:  No file chosen

**Update**

Copy CSV Excel PDF Print Column visibility \* Search:

| S.No                       | Unique Number | Name | Contact No | Company | Job_Role | Joined Date | Remarks | Documents | Action |
|----------------------------|---------------|------|------------|---------|----------|-------------|---------|-----------|--------|
| No data available in table |               |      |            |         |          |             |         |           |        |

## Job Posting – Matched/Applied

**Job Posting**

**+ Add New Job Posting**

From Date: dd----yyyy To Date: dd----yyyy Company Name: --- Select --- Job Role: --- Select ---

State: --- Select --- District: --- Select --- Gender: --- Select --- Highest Education Qualification: --- Select ---

Degree: --- Select --- Major: --- Select --- **Search**

Copy CSV Excel PDF Print Column visibility \* Search:

| S.No | Action                                      | Status   | Company Name                 | Job Role                     | Job Nature | Work Location | State      | District   | City             | No of Vacancies | Gender | Transgender | Differ Able |
|------|---|--|------------------------------|------------------------------|------------|---------------|------------|------------|------------------|-----------------|--------|-------------|-------------|
| 1    | <a href="#">Edit</a> <a href="#">Delete</a> | <a href="#">Matched Resumes</a> <a href="#">Applied Candidates</a> | Timespro Limited, Coimbatore | Business Process Outsourcing | Full Time  | Coimbatore    | TAMIL NADU | Coimbatore | Coimbatore North | 10              | Both   |             | No          |
| 2    | <a href="#">Edit</a> <a href="#">Delete</a> | <a href="#">Matched Resumes</a> <a href="#">Applied Candidates</a> | nalluri finance service      | loan executives              | Full Time  | All           |            |            |                  | 8               | Both   |             |             |

**Importance of effective data systems for programmes:** In addition to the increasing the efficiency of the data reporting structure for organizations, accurate data collection helps at all levels within the organization.

- Strategic Level (Leadership): Helps in **informing goals of the program**
  - Alignment of programme objectives with community needs and ecosystem priorities
  - Defining targets based on benchmarked global, national, and local indicators
- Tactical Decisions (Managerial Level): Helps in **designing the programme**
  - Alignment of programme objectives with organizational priorities
  - Defining the role of internal team in reaching objectives
- Operational Decisions (Implementation Level): Helps in improving the **effectiveness of the programme**
  - Identification of factors influencing execution of the program
  - Alignment of organizational abilities to undertake programme activities including sectoral expertise and execution abilities
  - Define local feasibility factors influencing smooth execution such as on ground mobilization and participation

**Need for data monitoring systems in organisations:** Accurate data collection and reporting is the key for any decision making and is the most integral part of the reporting mechanism.

- **Proving to improve:** Support project/ programme implementation with accurate, evidence-based data reporting that enables decision making to guide/ improve programme performance
- **Organizational learning:** Contributing to organizational learning and knowledge by reflecting upon shared experiences and lessons to gain full benefit from what is working and why it is working.
- **Collecting feedback:** Providing opportunities for stakeholder feedback (Funders/ beneficiaries), to provide input to the work to ensure the programme is changing to adapting needs.
- **Communication:** Using the data findings to effectively customize and communicate the information across the relevant stakeholders of the project

**Linking data to the LFA:** In order to synergise the data collection and reporting structure, mapping the indicators and to the **Logical Framework Approach** created for the programme is crucial. This process allows the programmes to display the progress against the set targets of the programme as well as gauge the real time direct impact as well.

#### **Types of errors during data recording and how to overcome them**

There are 2 broad types of errors made when capturing and consolidating data:

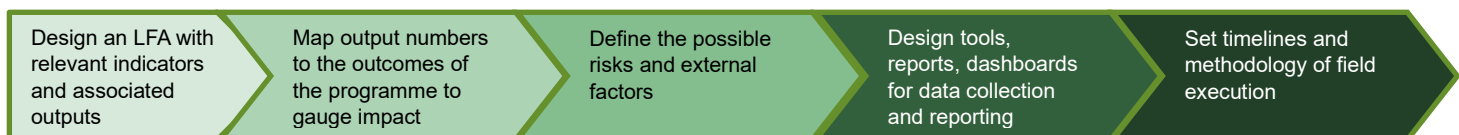
- a) Questions errors: These arise due to translating or contextualising the questions incorrectly.
- b) Data recording errors: These arise due to improper recording of data shared, or lack of stakeholder connect, or inadequate frequency of data reporting.

In order to overcome operational and strategic level challenges, data often plays an integral part to provide evidence on the path of course correction. Here are some best practices to ensure that the collected data is being utilised in the most effective way possible:

- Identifying the relevant indicators to help understand programme progress and answer learning questions about the programme
- Identifying the correct stakeholder and approach (quantitative or qualitative) to extract data and information
- Defining the frequency and rigour of data collection
- Conducting High Frequency Checks: Checking the recorded data (third party or objectively) on a daily or weekly basis helps:
  - Detect errors (repetitive or anomalies)
  - To monitor data collection progress and track candidates / trainers / other respondents
  - Detect untoward processes in data collection

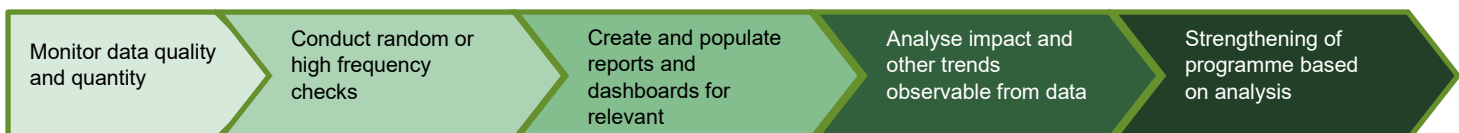
### Typical journey of data in implementation programmes

#### Programme Design Phase (Before implementation)



#### Programme Implementation Phase

(Ongoing process to be carried out by regional and central teams)



## CHAPTER IV

### CAREER COUNSELLING

#### Objectives of Career Counseling for School Children:

Career counseling for school children is crucial in helping them explore their interests, strengths, and potential career paths. The process involves structured guidance to assist them in making informed choices about their future. Here are the key steps involved:

| <b>Objective</b>               | <b>Purpose</b>                                       | <b>Methods</b>                                 |
|--------------------------------|--|--|
| <b>Self-Discovery</b>          | Help students understand their interests & strengths | Psychometric tests, self-reflection activities |
| <b>Career Awareness</b>        | Expose students to different career options          | Career talks, industry visits, videos          |
| <b>Subject Selection</b>       | Guide students in choosing relevant subjects         | Academic counseling, aptitude tests            |
| <b>Decision-Making</b>         | Teach students how to set goals & make choices       | SWOT analysis, goal-setting exercises          |
| <b>Career Pathway Planning</b> | Provide information on education & career routes     | Guidance on courses, exams, scholarships       |
| <b>Practical Exposure</b>      | Help students gain real-world experience             | Internships, mentoring, volunteering           |
| <b>Ongoing Support</b>         | Offer continuous career guidance & counseling        | One-on-one sessions, follow-ups                |



## CHAPTER V

### ORGANIZATIONAL ROLE

#### Manager

##### Basic function

The manager will plan, organize, direct, control, and coordinate the financial, administrative, human resources, policy, and planning activities of the JPN, to ensure the smooth provision of labour market services to both jobseekers and enterprises.

##### Duties and responsibilities

The duties and responsibilities of the manager are to:

- a. develop and implement a strategic operational plan for the JPN based on the overall mandate and core services of the JPN.
- b. oversee the operation of the JPN, ensuring that client flow is efficient, and that all clients are served within an agreed upon time frame.
- c. support staff as they perform their tasks.
- d. proactively develop relationships with a wide range of enterprises, nongovernmental organizations (NGOs), and other agencies and organizations within the geographic coverage of the office, to explain and market the role of the JPN, and to advocate strong collaboration between all partners.
- e. prepare reports based on a frequency specified by the relevant ministry, related to all operations of the JPN, such as the number of registrations, job vacancies received, referrals to vacancies, and vacancies filled;
- f. provide input as requested on identified gaps between supply and demand within the labour market, and recommend possible labour market measures to mitigate the gap; and
- g. when indicated, take on the role of senior employment officer to deal with more challenging jobseekers or large-account enterprises.

#### Placement Coordinator:

##### Basic function

Employment officers provide assistance, counsel, and information to jobseeker clients on all aspects of employment search and career planning. They also provide counsel and information to employer clients regarding human resource and employment issues.

- Raise awareness about the web portal and mobile app through print and social media platforms.
- Enhance the visibility of the project in Don Bosco institutions and other educational establishments using digital boards and posters.
- Enroll job seekers from various organizations into the web portal.

- Assist job seekers in registering their data on the web portal or app, providing necessary support throughout the process.
- Offer comprehensive career and job counselling services to job seekers and students.
- Establish connections with potential employers through telephone and email communications.
- Regularly post job opportunities and share relevant information with job seekers.
- Organize and participate in job melas/job fairs, ensuring job seekers receive information about these events.
- Provide continuous job referral services to job seekers and refer suitable candidates to recruiters.
- Offer post-placement services to both recruiters and job seekers.
- Establish communication and collaboration with Don Bosco Help Locations.
- Regularly update the web portal with information about candidates and recruiters.
- Participate in planning meetings and seminars.
- Foster alliances with recruiters, NGOs, CBOs, and government organizations to enhance service delivery.
- Coordinate with the national office for effective service provision in the region.

**Duties of a Career Counselor**, adapted for different settings:

### **1. In Schools (Helping Students Choose Careers)**

- Conduct career assessments to identify interests and skills.
- Guide students in selecting the right subjects and courses.
- Organize career awareness programs, workshops, and guest lectures.
- Help students explore different career paths through job shadowing or field visits.
- Support students in setting academic and career goals.
- Provide counseling for students facing stress, self-doubt, or peer pressure.

### **2. In Colleges (Career Preparation & Readiness)**

- Assist students in choosing suitable higher education and career paths.
- Provide guidance on entrance exams, scholarships, and college applications.
- Conduct resume writing, interview skills, and professional development workshops.
- Facilitate internships, networking events, and industry connections.
- Offer personal counseling for students unsure about their career choices.
- Monitor progress and provide continuous career support.

### **3. In Job Placement Centers (Helping Job Seekers Find Employment)**

- Assess job seekers' skills and interests to match them with suitable careers.
- Offer training in employability skills like resume writing, communication, and interviews.
- Connect job seekers with companies through job fairs and placement drives.
- Guide individuals on vocational training and certification programs.
- Provide career counseling for those changing jobs or facing employment barriers.

- Follow up with job seekers to track their employment progress.

## REPORTING

The coordinator is responsible for updating the following information on the web portal:

- List of job seekers and recruiters.
- List of job seekers counselled.
- List of training sessions organized with participant details.
- List of recruiters and vacancies available.
- List of job seekers provided with job opportunities.
- List of job seekers placed.
- List of candidates for post-placement services.
- List of job seekers provided with other services.
- Weekly, monthly, and quarterly reports with detailed descriptions of activities undertaken and photographs to be updated in the Drives.
- Monthly and quarterly account statements with expense records and copies of bills and vouchers.

## Annexure

