

**Chabot-Las Positas Association of Retired Employees
CARE Fund Special Projects Grant Program
2017-2018 Application Form**

Please mail completed form to:
CARE Grants, c/o Bill Threlfall
11 Woodside Glen Court
Oakland, CA 94602

Deadline: November 13, 2017
Award announcement: December 1, 2017

Applicant Information

Name Sarah Holtzclaw

Site: Chabot LPC District Office

Campus e-mail address sholtzclaw@clpccd.org

Campus phone number 925-560-9439
(or home phone if no campus phone is available)

Division or Department Tri-valley One-Stop

Name of Dean/Mgr/Supervisor Julia Dozier

Project Information

Name of project CareerHub Job Seeker Engagement

Amount of grant requested (see guidelines) \$610 Expected completion date for project Jan. 2019

Who will be responsible for completion of the project? Sarah Holtzclaw

Description - Provide a brief overview of project plan:

CareerHub is a subscription software service that allows career counselors to engage with students & job seekers via email and text without the need of a cell phone on our end. It will allow us to communicate with clients in a more convenient manner and allow the clients to respond instantly via text. The software allows clients to instantly upload photos of employment verification, something that can take our staff hours to track down in other ways. We will also be able to engage with clients, doing mini-coaching via text or email, reminders of workshops, even short quizzes with rewards.

Outcome - Clearly state the outcome to be attained by the project. Be specific.

This grant will allow us to test the service with 1 phone number for the One-Stop, which will be shared by 2-3 people. It will increase employment verification response rate by 65%, increase attendance to workshops by 35%, and decrease time our Career Counselors spend verifying employment by 30%. That time saved allows them to do other tasks, or meeting more with clients face-to-face.

Budget - Expenditures must conform to this budget. Total budget should equal award request.

List each planned expenditure, showing: \$ amount, payee, item description.

Example: \$56 to AcroScientific for laser pointer (Provide additional narrative if desired.)

\$360 to Career Hub for 1 subscription package for 1 year (careerhubus.com)

\$250 to CLPCCD for staff training time. This includes 4-5 people for 60-90 minutes of web-based training of the software

Benefits - Please briefly explain how the project will **improve service to the colleges** in your area of work responsibility. Describe what problem the project will solve, and how long the benefits will last. Be Specific.

Job Seeking and communication is changing. We need to engage with students and job seekers in a way they want to communicate. CareerHub software service allows us to do this easily, to track the engagement and to easily verify employment. We are required to verify employment for all clients. Our counselors spend hours tracking down clients and employers to obtain needed documentation. This will not only engage students/client more but save our staff valuable hours so they can be more productive in other ways.

Agreements: I agree to complete the project as described above and then provide a one-paragraph outcome report including a digital photograph to CARE. (due: June 20, 2018 or by the above completion date.)

I understand that grants will be payable to the College/District and grant purchases will become CLPCCD property.

Applicant's Signature [Signature] Date 10-20-17

I agree to provide fiscal oversight:
Dean/Mgr/Supervisor's Signature [Signature] Date 10-24-17