



# H-1B TECHHIRE

TOOL

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## NEW STAFF RESOURCE GUIDE

### INTRODUCTION

As TechHire nears the end of its third year, some grantees are experiencing an increase in staff turnover and have expressed a need for resources that can help quickly bring new hires up to speed on the policy and performance requirements of the project. The *H-1B TechHire New Staff Resource Guide* is a tool created to assist new TechHire staff but can provide value to existing staff as well. The guide features existing resources on topics such as performance reporting and grants management, including the *H-1B Grants Performance Reporting Handbook* and TechHire FAQs. In addition, this guide features several topical technical assistance (TA) resources addressing programmatic components like partnership development, serving target populations, and sustainability. As a reminder, all of these resources, and many more, are available on the [TechHire Community of Practice](#), which is updated often with new materials, blogs, discussion threads, success stories and other tools that can help inform your work.

### H-1B TECHHIRE POLICY AND GRANT MANAGEMENT RESOURCES

#### [H-1B TechHire Funding Opportunity Announcement](#)

The official announcement of the H-1B TechHire Grant funding opportunity.

#### [H-1B TechHire Grant Program: New Grantee Orientation Webinar](#)

This webinar is the first in a series of webinars for TechHire grantees design to support grant management activities throughout the four-year grant life cycle. The webinar also explains the roles of the National and Regional offices, explores grant packages, and provides information on performance reporting and technical assistance.

### [TechHire Frequently Asked Questions \(FAQs\)](#)

This document provides answers to FAQs regarding key policy guidance for TechHire grantees only. This FAQ document should be viewed as a supplement to the TechHire Federal Opportunity Announcement and as additional TA.

### [Office of Grants Management—Manage Your Awarded Grant](#)

This resource provides a general overview on grants management essentials for grantee sites, including managing a competitive grant, financial reporting, payment management, and grant closeout.

### [TechHire National Evaluation TA Menu](#)

A select number of TechHire grantees were chosen for randomized controlled trials (RCTs) to receive TA to ensure research procedures are followed correctly and the program services at each of the RCT grantees are given a fair test. This TA menu provides an overview of services that the evaluation team has been providing to TechHire grantees across the United States.

## **H-1B PERFORMANCE REPORTING RESOURCES**

### [H-1B TechHire Performance Reporting Resources](#)

This resource page provides guidance and technical assistance for performance reporting on the H-1B Skills Training Site. These resources live on H-1B Skills Training because it also applies to the H-1B Strengthening Working Families Initiative (SWFI), and H-1B America's Promise (AP) grants. Examples of key resources include: Amended ETA-97122 DOL PIRL for H-1B Grants, and H-1B Performance Reporting Technical Assistance Webinar.

### [H-1B Grants Performance Reporting Handbook and WIPS Reporting Guidance](#)

All H-1B grants are required to submit a quarterly progress report containing updates on the implementation and progress specified in the grant statement of work. The *H-1B Grants Performance Reporting Handbook* provides performance reporting guidance and instructions for TechHire partnership grants.

### [Quarterly Narrative Report \(QNR\) for H-1B Grantees](#)

Quarterly Narrative Reports (QNRs) summarize grant activities that occurred during the reporting quarter and provide the U.S. Department of Labor (DOL) with vital information on program activities, including information that cannot easily be captured using data alone. These reports help DOL monitor the ongoing progress of the grant and identify promising practices and challenges of the grantee in implementing the grant.

### [Participant Individual Record Layout \(PIRL\) for H-1B Grants](#)

This resource is the most recently proposed, amended data elements for the performance reporting requirements of your H-1B grant.

## H-1B TECHNICAL ASSISTANCE RESOURCES

### [H-1B TechHire Grants Technical Assistance Launch](#)

Overview of the programmatic TA activities that have been made available to H-1B TechHire grantees since the start of the grant. This session highlights the types of activities that are offered to help grantees meet their programmatic needs, and introduces the members of the TA team, including coaches and subject matter experts.

### [2017 H-1B TechHire Convening Materials](#)

Explore various links to the 2017 H-1B convening plenary and breakout sessions that include PowerPoint slides and handouts on Performance and Grants Management, Supportive Services, TechHire Evaluation, Diversity in Technology Careers, Outreach and Recruitment, Planning for Sustainability, and more.

## Employer Engagement

### [A Resource Guide to Engaging Employers](#)

Highlights working models of successful employer engagement and lessons for securing and sustaining partnerships with employers. It was written to help education and training providers fully realize the value of strategic, long-term, and intensive partnerships with employers.

## Outreach and Recruitment

### [Outreach and Recruitment Tip Sheet](#)

Includes tips and strategies shared during a TechHire peer-to-peer conference call focused on “Innovative Strategies in Outreach and Recruitment.” The discussion provided a platform for select grantees to interact directly with their TechHire colleagues and engage in dynamic conversations about their outreach and recruitment strategies.

## Partnership Development

### [TechHire Virtual Institute Partnership Assessment Tool](#)

This assessment tool aims to help TechHire grantees more clearly envision how partnerships with service providers can be maximized, leveraged, and sustained. This tool was shared during the 2018 TechHire Virtual Institute.

## Serving Target Populations

The TechHire target populations all face unique barriers to education and employment. These resources are aimed at helping TechHire grantees develop and implement strategies to recruit and retain these populations based on proven strategies and success stories from across the country.

### [Opportunity Youth Employment Toolkit](#)

### [Addressing Barriers to Employment for Individuals with Criminal Records](#)

### [Innovative Strategies for Serving Incumbent Workers Resources](#)

### [Innovative Strategies for Serving Individuals with Disabilities Resources](#)

### [Hiring Veterans: A Step-by-Step Guide for Employers](#)

## Sustainability

### [2018 TechHire Sustainability Virtual Institute Sessions and Materials](#)

Includes recorded webinars and materials on Sustaining Program Success, Tools for Effective Partnerships, Utilizing Data to Maintain Program Success, and Sustainability Planning delivered during the 2018 TechHire Virtual Institute.

## Stories from the Field

### [Stories from the Field: Snapshots of What's Happening Across the TechHire Community](#)

This page highlights some of the success stories, promising practices, and/or resources and tools being developed across the TechHire Community. These resources enable grantees to learn about the great work taking place in the field among their peer grantees or the workforce data and trends impacting the tech labor market.

*This H-1B TechHire brief was developed by JFF (Contract DOL-ETA-17-F-00005) and its partners Maher & Maher and ICF on behalf of the U.S. Department of Labor, Employment and Training Administration.*