T3 Facilitator Checklist

* Job Match Seeker – <https://my.washington.monster.com>
* Job Match Employer – <https://hiring.washington.monster.com>
* Customer Management – <https://secure.etosoftware.com>

**ONE WEEK PRIOR TO CLASS**

Trainers should complete the following activities approximately one week prior to class:

* Ensure you have valid accounts for all three URLs (i.e., Job Match Seeker, Job Match Employer, Customer Management).
	+ Create at least one employer and job seeker account to be used in training.
* Email your class participants with the following information and instructions:
	+ Soft copies of the training manuals, the Introductory slide deck, and Customer Management slide deck.
	+ Remind participants they will need a valid Customer Management login and ask them to test their account prior to class.
* Create and save any documents you plan to use during the course (e.g., a resume or cover letter to upload to the seeker account).
* Print any documents you plan to distribute during the course (e.g., Introductory/Customer Management slide deck).
* Create a participant sign-in sheet to track attendance.
* Create name tents with site URLs and each participant’s employer account credentials listed on the back. Name tent template available on InsideSKIES>Trainers’ Corner.
* Ensure your classroom contains enough computers for all participants.
* Identify a POC at your training location to support access to the room and any issues with logistics/set-up.

**DAY OF CLASS**

If possible, arrive an hour prior to the start of class to ensure adequate time for set up, including:

* Test internet connectivity and ensure the projector works.
* Set bookmarks for the 3 URLs on each participant’s computer.
* Transfer any relevant files (e.g., Introductory/Customer Management slide decks) to the facilitator computer. If you are not able to save files to the facilitator computer, you should be able to open and view the files from a USB drive.
* Place sign-in sheets and candy/snacks in the front of the room.

Once course material has been completed, provide all participants with the training evaluation survey and ask them to complete the survey before leaving class.

**FOLLOWING COURSE COMPLETION**

Trainers should send a follow up email to their class a few days following completion. This email can provide additional documents/materials requested by participants and solicit any questions they may have developed since finishing the course.

Collect and summarize data from the training evaluation survey.