TXWORKS Employer Application Process Guide

TXWORKS Employer Application Process Guide *for* Submission Period 10/20/2021 – 02/18/2022

The purpose of this guide is to review the application process steps and requirements prior to completing the online TXWORKS Employer Application.

To be considered for receiving State funding under the TXWORKS Internship Program, employers must complete an online application within the open submission period of **[October 20, 2021 - February 18, 2022].** The TXWORKS Employer Application is for employers to provide the Texas Higher Education Coordinating Board (THECB) their program eligibility qualifications and demonstrate the capability to successfully implement the TXWORKS Internship Program. The THECB TXWORKS Employer Application Review Committee will review and consider the applications.

Acceptance into the program will allow employers to post, consider, offer, and hire eligible students with paid internships, per the TXWORKS internship program requirements in at least one or more of the following semesters: Fall 2022, Spring 2023, Summer 2023, Fall 2023.

Overview: TXWORKS Employer Application Process Steps and Requirements

The five steps outlined below must be completed by all employer applicants:

Step	Step Description	Details are available:
Step 1	Review **TXWORKS Program Overview and Employer Participation Guide 1.00** for complete details about the program requirements for selected employers.	**TXWORKS Program Overview and Employer Participation Guide 1.00** (available to download at www.highered.texas.gov/txworks)
Step 2	Register for: www.TXInternshipChallenge.com site.	on page 3 of this guide.
Step 3	Draft responses and gather information required to provide in the TXWORKS Employer Application with the information and resources provided in this guide.	on pages 4 and 5 of this guide.

Step 4	Complete and gather documents required to be uploaded with online application: ▪ Confirmation email from the Texas Workforce Commission that verifies employer applicant has successfully registered and can post internships on the TXInternshipChallenge.com site. ▪ Internship Capacity Plan Worksheet ▪ Application Certification Statement	on pages 5 and 6 of this guide.
Step 5	Complete and submit online TXWORKS Employer Application	on page 7 of this guide.

TXWORKS Employer Applicant Resources

To support the completion of the TXWORKS Employer Application, the following resources have been provided in this guide.

Resource	Find this resource:
TXWORKS Employer Applicant Review Form	on page 8 and 9 of this guide.
North American Industry Classification (NACIS) Industry Sectors	on page 10 of this guide.
Career Clusters	on page 11 of this guide.

ALERT: Further details about the resources listed above are available at the conclusion of this guide on pages 8 through 11.

Step 1: Review TXWORKS Program Overview and Employer Participation Guide 1.00 for complete details about the program and requirements for selected employers.

The TXWORKS Program Overview and Employer Participation Guide 1.0 is available to download on www.higerhed.texas.gov/employers. The guide includes information on the following:

- Program Overview and Purpose
- Program Establishment, Authority, Rules, and Administration
- Internship Program Employer Requirements
- Student Eligibility Criteria and Application Process
- Employer Implementation Steps per Internship Period
- Funding and Reimbursement
- Program Outcomes for Interns and Employer Expectations

Employers interested in this program must read the TXWORKS Program Overview and Employer Participation Guide 1.00 before completing an online TXWORKS Employer Application.

Step 2: Register for the www.TXInternshipChallenge.com site.

To participate in the TXWORKS program, your organization must first register and have been verified to post internship opportunities with the Texas Workforce Commission, Texas Internship Challenge site at www.TXInternshipChallenge.com.

Texas Workforce Commission (TWC) supports the program by hosting www.TXInternshipChallenge.com website, which supports program outreach to students and employers, TXWORKS employer internship postings, and the internship application process.

Texas Internship Challenge Site Registration Steps	Description of Texas Internship Challenge Site Registration Steps
Review the step-by-step registration instructions provided on the Texas Workforce Commission website.	Visit the Texas Workforce Commission website and download the Texas Internship Challenge Quick Start Guide for Employers for www.TxInternshipChallenge.com registration instructions.

Save a copy of the registration and verification to post on www.TXInternshipChallenge.com site confirmation email as PDF file type.	A confirmation email is sent from the Texas Workforce Commission to the employer that verifies that they have successfully registered and can post internships on the www.TXInternshipChallenge.com site. Please allow up to 72 hours for the employer verification process to be completed. A copy of this email is required to be uploaded to the electronic TXWORKS Employer Application.
Contact Texas Workforce Commission (TWC) for Technical Assistance with www.TXInternshipChallenge.com site	For technical assistance with the www.TXInternshipChallenge.com site, contact: **Texas Workforce Commission (TWC) Workforce Systems Support Desk** **Phone:** 512-463-4210 **Email:** wfsupportdesk@twc.texas.gov **Hours of Operation:** 8:00am - 5:00pm CST

Employers should NOT proceed with completing TXWORKS Employer Application until a confirmation email is sent from the Texas Workforce Commission to the employer that verifies that they have successfully registered and can post internships on the www.TXInternshipChallenge.com site.

Step 3: Draft responses and gather information required to provide in TXWORKS Employer Application with the information and resources provided in this guide.

TXWORKS Employers Applications are reviewed by THECB TXWORKS Program staff to determine completion and adherence to this application submission period's program requirements. Employer applications that meet the initial screening requirements will be provided to the TXWORKS Employer Application Review Committee. This committee reviews TXWORKS Employer Applications to determine if the employer applicant meets the internship implementation capability requirements.

In addition, the responses in the online TXWORKS Employer Application form are not automatically saved. Therefore, employer applicants should use the resources provided in this guide to gather required information and draft responses required of the application before completing it online.

Employer Application Resource	Description of Employer Application Resource
List of NACIS Industry Sectors	Within the TXWORKS Employer Application, employers must identify the North American Industry Classification System (NACIS) industry sector of their organization. A list of NACIS industry sectors can be found on page 10 of this guide.
TXWORKS Employer Applicant Review Form	Employer applicants are required to provide in Section VII of the online TXWORKS Employer Application a brief statement that establishes their capacity and willingness to meet each of the internship program requirements. Responses should consist of at least 50 words, applicable data and/or detailed descriptions. To understand how the THECB will evaluate TXWORKS employer applicants, review the **TXWORKS Employer Applicant Review Guide** found on pages 8 and 9 of this guide.
Word version available to draft application responses	To draft your responses before entering them in the online application form, download the **Word version of the application**. Then, proceed with copying and pasting responses written in Word into the **online TXWORKS Employer Application.**
Online Application Link	https://app.smartsheet.com/b/form/4e8881c4904246c0ab46f852671717ba

Step 4: Download and complete documents required to be uploaded with online application.

Internship Capacity Plan Worksheet: If selected, the Internship Capacity Internship Capacity Plan Worksheet will provide the employer applicant's capacity to host interns during the following internship periods:

- Fall 2022

- Spring 2023

- Summer 2023

- Fall 2023

If selected, the information entered in this worksheet will determine the allocation amount for the Agreement based on program need. The information below provides instructions on how to download and complete the Internship Capacity Worksheet.

Internship Capacity Worksheet Instructions	Description of Internship Capacity Worksheet Instructions
Download the Internship Capacity Worksheet	Download the Internship Capacity Plan Worksheet from the THECB website.
Internship Capacity Worksheet Instructions	Save this file and then begin entering the requested data for each internship period. Convert to PDF format before uploading to the TXWORKS Employer Application.
Definitions of Career Clusters	Within the Internship Capacity Plan Worksheet employer applicants are required to indicate the career clusters of the internship positions they plan to offer if selected for the TXWORKS Internship Program. A list of the sixteen career clusters and their definitions are available on page 10 of this guide.

Certification Statement: Prior to applying, employer applicants must read and complete this TXWORKS Employer Application Certification Document, which is to be signed by the authorized representative legally authorized to submit this application on behalf of the employer applicant. A signed and dated copy of this certification document must be uploaded as a PDF to the online TXWORKS Employer Application for the application to be considered complete.

Certification Application Instructions	Description of Certification Application Instructions.
Download the Application Certification	Download and sign Application Certification Statement

Step 5: Complete and submit online TXWORKS Electronic Application

Item	Application Item Description
A	Employers must complete an application within the submission period of: **October 20, 2021 – February 18, 2022** for review and consideration by the THECB.
B	The employer application must meet the application requirements and be submitted on behalf of the Employer with proper authorization on or before the day specified by the THECB to qualify for further consideration.
C	Incomplete, ineligible, or otherwise non-compliant applications will not be considered for participation in TXWORKS.
D	Prior to submitting the online TXWORKS Employer Application, employer applicants must upload the following items in a PDF format: ▪ copy of the confirmation email that verifies this employer applicant has successfully registered and can post positions on the www.TXInternshipChallenge.com site. ▪ review and sign the **Certification Document**. ▪ Complete the **TXWORKS Proposed Internship Capacity Plan Worksheet.** The internship capacity worksheet will support the determination of the program award amount based on the Employer's capacity and proposed plan for the program year. **ALERT:** The online TXWORKS Employer Application will require the above documents to be uploaded as a PDF before the application is submitted to THECB. Applications submitted without the required uploads will be considered incomplete and will not be considered for review to participate in TXWORKS.
E	THECB staff shall conduct an initial screening of applications to determine completion and adherence to this application guide's program requirements.
F	The THECB will notify Employer Applicants that do not meet the initial screening eligibility for further consideration for TXWORKS program participation and funding within 30 days of the submission deadline. Each application that passes the initial screening for completeness and eligibility will be further considered for the TXWORKS Internship Program participation and funding.

THECB TXWORKS Program Staff Contact Information	Contact THECB TXWORKS Program Staff by email or phone if you have a question about the program: ▪ Email: txworks@highered.texas.com ▪ Phone: 512-427-6582

Appendix A: Employer Applicant Review Form

Employer Applicant Name:	
Reviewer Number:	
Reviewed Date:	

TXWORKS Employer Applicant internship implementation process capability qualification.

Purpose: To qualify the Employer Applicant capability to meet the internship program requirements included below.

Within the capability sections (1-10) below, reviewers will check the box that reflects the entity capability to meet the given program requirements.
- ☐ Full Capability (10 Points)
- ☐ Proficient Capability (7 Points)
- ☐ Limited/Undemonstrated Capability (4 Points)

Note: The applicant's sum of capability responses, divided by the total number of available points (100) will provide an indication of the applicant' process capability as follows:

- ○ **(80% to 100%)** The Applicant has Full Capability to meet the requirement: The Applicant responses indicate that the Applicant can fully meet program requirements and objectives. A response that demonstrates full capability, should consist of at least 50 words, applicable data and/or detailed descriptions.

- ○ **(60% to 79%)** The Applicant has Proficient Capability to meet the program requirements: The Applicant responses do not address several of the program success requirements, but the Applicant has the overall capacity to meet the program requirements and objectives.

- ○ **(40% to 59%)** The Applicant has Limited or Undemonstrated Capability to meet the program requirement: The Applicant responses do not address most of the program success requirements, which indicates that the Applicant has limited or undemonstrated capability to meet the program requirements and objectives and will not be eligible to participate this application period.

Administration and financial capacity: The Applicant demonstrates the capacity to carry out the employer's Internship program responsibilities including the ability to utilize the applicants own employee candidates' interview and hiring process and resources to qualify the program internship candidates. The applicant demonstrates the capacity to use the company financial structure to support the internship program, pay full wages and benefits to a student employed through the program.	**Capability** ☐ Full ☐ Proficient ☐ Limited
Impartiality: The Applicant demonstrates the ability to provide employment to a student employed through the internship program in a nonpartisan and nonsectarian form related to the student's long-term career interests.	**Capability** ☐ Full ☐ Proficient ☐ Limited

Compliance with internship program purpose: The Applicant demonstrates the ability to use program internship positions only to supplement and not supplant positions customarily filled by persons who are not eligible to participate in the program, as provided by coordinating board rule.	**Capability** ☐ Full ☐ Proficient ☐ Limited
Work ethic: The Applicant demonstrates the ability to provide the intern with education on work professional etiquette, including acting responsibly and ethically, taking ownership and accountability, and organizing and prioritizing work.	**Capability** ☐ Full ☐ Proficient ☐ Limited
Learning environment part (A): The Applicant demonstrates the ability to assign the intern candidate to an employer applicant job function that will allow the intern to learn or enhance the intern targeted learning outcomes and work collaboratively and effectively in a team environment applying critical thinking and problem-solving skills.	**Capability** ☐ Full ☐ Proficient ☐ Limited
Learning environment part (B): The Applicant demonstrates the ability to provide the intern with projects and tasks that are challenging, meaningful, real-work experiences that prepare the student with the necessary skills for one or more career pathways, professions, or industries.	**Capability** ☐ Full ☐ Proficient ☐ Limited
Guidance: The Applicant demonstrates the ability to assign an internship Mentor/Supervisor to provide guidance, direction, and feedback for the intern during the internship term. The applicant will have a process for monitoring and reviewing progress with the program intern.	**Capability** ☐ Full ☐ Proficient ☐ Limited
Support: The Applicant demonstrates the ability to provide the intern with the necessary orientation and training, including safety, work practice, work behavior expectations, organizational policies. Regarding work resources, the applicant demonstrates the ability to provide information on available resources, including adequate workspace, equipment, software applications, and access protocols necessary for the intern to be able to perform the assigned scope of work and responsibilities.	**Capability** ☐ Full ☐ Proficient ☐ Limited
Communications development: The Applicant demonstrates the ability to be able to provide the intern with presentation and networking opportunities that may include: sharing and presenting their accomplishments with organizational leadership. meeting and networking with other interns, staff, and leadership. training to learn or practice a skill or tool. earning certifications or credentials.	**Capability** ☐ Full ☐ Proficient ☐ Limited
Promotion: The Applicant demonstrates the ability to implement appropriate internship outreach strategies to create awareness and achieve the internship participation objectives.	**Capability** ☐ Full ☐ Proficient ☐ Limited
Points Awarded	
Total available points	**100**
Percentage	
Comments:	

Appendix B: Industry Sectors

Within the TXWORKS Employer Application, employers must identify the North American Industry Classification System (NACIS) industry sector of their organization. The information provided in the table below provides the list of NACIS industry sectors.

The North American Industry Classification System (NACIS) is the standard used by federal statistical agencies in classifying business establishments to collect, analyze, and publish statistical data related to the U.S. business economy. Additional information about NACIS can be found at: https://www.census.gov/naics/.

Industry Sector	Industry Sector
Accommodation and Food Services	Manufacturing
Administrative and Support and Waste Management and Remediation Services	Mining, Quarrying, and Oil and Gas Extraction
Agriculture, Forestry, Fishing, and Hunting	Other Services (except Public Administration)
Arts, Entertainment, and Recreation	Professional, Scientific, and Technical Services
Construction	Public Administration
Educational Services	Real Estate and Rental and Leasing
Finance and Insurance	Transportation and Warehousing
Health Care and Social Assistance	Utilities
Information	Wholesale Trade
Management of Companies and Enterprises	

Appendix C: Career Clusters

Within the Internship Capacity Plan Worksheet employer applicants are required to indicate the career clusters of the internship positions they plan to offer if selected for the TXWORKS Internship Program. A list of the sixteen career clusters and their definitions are provided below.

According to the Advance CTE website, The National Career Clusters® Framework serves as an organizing tool for Career Technical Education (CTE) programs, curriculum design, and instruction. There are 16 career clusters in the National Career Clusters Framework, representing 79 career pathways to help learners navigate their way to greater success in college and career. The framework also functions as a helpful guide in developing programs of study that bridge secondary and postsecondary systems and create individual student plans of study for a complete range of career options. As such, it helps learners discover their interests and their passions and empowers them to choose the educational pathway that can lead to success in high school, college, and career. Additional information about career clusters can be found at: https://careertech.org/career-clusters/.

Career Cluster	Career Cluster	Career Cluster	Career Cluster
Agriculture, Food, & Natural Resources	Education & Training	Hospitality & Tourism	Manufacturing
Architecture & Construction	Finance	Human Services	Marketing
Arts, A/V Technology	Government & Public Administration	Information Technology	Science, Technology, Engineering & Mathematics
Business Management & Administration	Health Science	Law, Public Safety, Corrections & Security	Transportation, Distribution, & Logistics