



Pennsylvania Talent Pipeline Project

Pittsburgh Flag

Detailed Plan of Action and Milestones

Cohort 1

April 2022 – January 2025

Last Updated: February 22, 2023

Regularly Scheduled Activities

- Monthly “All Hands” Information Sharing and Program Updates for Participants and anyone interested in learning more or seeking to participate, 2nd Tuesday of every month from 11:00 – 12:00.
- Monthly Program Reviews (MPR) for the Internal Program Management Team and Key Stakeholders, 4th Tuesday of every month from 11:00 – 12:00
- Quarterly Talent Acquisition and Retention Training Workshops (X4) for participating employers & CTE programs.

April 2022

Program Milestone

April 7th, 2022: NAVSEA Sponsored Pennsylvania Talent Pipeline Program: Pittsburgh Flag Roundtable

June 2022

Program Milestone

June 15th, 2022: Pennsylvania Talent Pipeline Program: Pittsburgh Flag Kickoff

July 2022

- July 12, All Hands Meeting
- July 26, 11:00-12:00 MPR

Program Activity

- Publish Pennsylvania Talent Pipeline: Pittsburgh Flag June 2022 to June 2024 Master Plan
- Collect Employer Intakes and Pledges
- Conduct New Pilot Participant Recruiting, Engagement, Screening, Qualification, Conduct Site Visits, and On-Boarding.

August 2022

- August 2, Talent Acquisition and Retention Workshop #1 – Pipeline and Recruiting Focus
- August 9, All Hands Meeting
- August 23, Talent Acquisition And Retention Workshop#2 - Pipeline and Recruiting Focus
- August 23rd, 11:00-12:00 MPR

Program Activity

- Conduct New Pilot Participant Recruiting, Engagement, Screening, Qualification, Conduct Site Visits, and On-Boarding.
- Collect Employer Intakes and Pledges
- Match Employers with CTE Programs
- Employers conduct CTE Program Orientation and Classroom Visits build relationships and engagement with CTE Staff & Instructors
- CTE's identify program capacity
- Match Employers with CTE Programs
- Employers conduct CTE Program Orientation and Classroom Visits build relationships and engagement with CTE Staff & Instructors

September 2022

Program Milestone

September 21, 2022: Pennsylvania Talent Pipeline Program: Pittsburgh Flag Employer/CTE Program Matching

- September 13, All Hands Meeting
- September 21, 11:00-12:00 MPR (in conjunction with Program Milestone event)

Program Activity

- CTE Classes Start
- Educational Entities Announce Program to Candidates (Juniors and Seniors)
- Candidate Preparation: Groom Students on Recruiting/Interviewing Skills
- Employer Partner Prep: Assist Employers in setting up their Recruiting Strategy and Interview Schedules with CTE Program
- CTE's identify program capacity
- Conduct New Pilot Participant Recruiting, Engagement, Screening, Qualification, Conduct Site Visits, and On-Boarding.
- Collect Employer Intakes and Pledges
- Match Employers with CTE Programs
- Employers conduct CTE Program Orientation and Classroom Visits build relationships and engagement with CTE Staff & Instructors
- Employers notify Program Manager (PM) of specific screening requirements and logistics (e.g. Interview Schedules/Set ups, Workkeys, Onsite Visits, Other Pre-Employment Testing Requirements)

October 2022

- October 11, All Hands Meeting
- October 25, 11:00-12:00 MPR

Program Activity

- Continue Candidate Preparation
- Continue Employer Preparation
- Employers conduct Individual Instructor/Classroom meetings and tours to build relationships and engagement with Instructors if requested
- Conduct New Pilot Participant Recruiting, Engagement, Screening, Qualification, Conduct Site Visits, and On-Boarding.
- Collect Employer Intakes and Pledges
- Match Employers with CTE Programs
- Employers conduct CTE Program Orientation and Classroom Visits build relationships and engagement with CTE Staff & Instructors

November 2022

- November 7, All Hands Meeting
- November 29, Pittsburgh Flag Career Discovery Day and Project MFG Welding Competition
- November 22, 11:00-12:00 MPR
- November 23, Finalize 2022-2024 CTE Candidate Pool. CTE Programs Screen for Candidate Desire and Potential to enter Workforce upon CTE program completion.

Program Activity

- Conduct New Participant Recruiting, Engagement, Screening, Qualification, Conduct Site Visits, and On-Boarding.
- Collect Employer Intakes and Pledges
- Match Employers with CTE Programs
- Employers conduct CTE Program Orientation and Classroom Visits build relationships and engagement with CTE Staff & Instructors
- November 23-24, Thanksgiving Holiday Break

December 2022

- December 13, All Hands Meeting
- December 27, 11:00-12:00 MPR

Program Activity

- Finalize Employers Demand List
- Coordinate and finalize Employer On-CTE Site Recruiting Visit Schedule
- December 21, 2021-January 2, 2023 Winter Break

January 2023

Program Milestone

January 26, 2022 Pennsylvania Talent Pipeline Program: Pittsburgh Flag Mid-Year Program Review

- January 3 - 23, Employer On-Site CTE Program Recruitment Presentations with Candidates
- January 10, All Hands Meeting

Program Activity

- Begin Candidate Applications submitted to Employers
- Announce Pittsburgh Flag Cohort#2 (2023-2025)

February 2023

- February 9, 2022: Deadline for Applications Submitted to Employers
- February 13 - March 24: Interviews Conducted and Contingent Job Offers begin
- February 14, Talent Acquisition and Retention Workshop – Focus Hiring, Onboarding and Retention
- February 15, All Hands Meeting

Program Activity

- Continue Candidate Applications submission to Employers
- Employers identify Candidates for interview coordination with CTE's and Program Management Team.

March 2023

- February 13 - March 24: Interviews Conducted and Contingent Job Offers begin
- March 14, All Hands Meeting
- March 23, Talent Acquisition and Retention Workshop – Focus Hiring, Onboarding and Retention

Program Activity

- Employers make Contingent Job Offers
- Employers notify and announce New Teammate selections
- Employer discussions with CTE Instructors and Staff on specific New Hire training needs/recommendations
- Candidates begin employer customized pre-hire processes as appropriate

April 2023

Program Milestone

April 25, 2023: Pittsburgh Flag Employers announce New Teammate selections

- April 15, Deadline for Contingent Offers
- April 11, All Hands Meeting

Program Activity

- "Selection Day" detailed plan of action and milestones with roles and responsibilities published
- "Selection Day" Preparation
- New Hire customized training and preparation conducted

May 2023

Program Activity

- May 9 – 20: Onboarding & 1st Year Communications Orientation for New Hires by Program Management Team
- May 22, Selection Day POAM walkthrough will all partners.

June 2023

Program Milestone

June 20, 2023: Pittsburgh Flag “Selection Day” - Carnegie Science Center

- June 19, Selection Day Walk through & finalize logistics coordination

Program Activity

- Conduct detailed Pittsburgh Flag After Action Review and Continuous Improvement Process to update the Master Plan and 2023-2025 Plan of Action with Milestones
- Employer On-Boarding Meetings with New Hires.
- Continue new teammate contact and preparation/pre-training
- Begin Pittsburgh Flag 2022-24 New Hire Tracking

July 2023

Program Milestone

July 13, 2023: Pennsylvania Talent Pipeline Project: Pittsburgh Flag Cohort 2023 - 2025 Kick Off Meeting

Program Activity

Monthly Employer/New Employee Check-in for retention, engagement, and productivity

August 2023 thru June 2024

Program Activity

Monthly Employer/New Employee Check-in for retention, engagement, and productivity

December 2024

Program Milestone

Class 2022-2024 Report Out at New Hires 1st Year Work Anniversary

January 2025

Program Milestone

January 25, 2025 Employer-New Hire 1st Year Anniversary Recognition Ceremony & Mid Year Program Review