Workforce Development Plan - Scoring Rubric

	Company Name(d/b/a):		**Contact Name:**			**Reviewer:**		
	Credential Number:		**Contact Email:**			**Date:**		
	Criteria/Requirements	**Does not address criteria or does not appear to have adequate understanding of requirement.**	**Somewhat addresses the criteria but does not provide complete or comprehensive information.**	**Minimally meets criteria with substantial room for improvement.**	**Meets criteria.**	**Meets criteria and provides additional context or thoughtful insight/analysis**	**Score**	**Reviewer Notes**
1)	**Internal Industry Workforce Training Plan:** How are workforce training programs being used to support the existing and future workforce of your organization? Please outline relevant credentials to the license type, institutions, and programs being leveraged to ensure your internal workforce receives training that will allow them to develop and grow within your organizational structure. Please use the associated budget template to outline the allocated cost per employee for training, and detail the options for financial assistance.	The Internal Workforce Training plan does not identify any training programs.	The Internal Workforce Training Plan identifies one training programs from an industry recognized and/or an accredited institution to support the existing and future workforce of the organization.	The Internal Workforce Training Plan identifies one training programs from an industry recognized and/or an accredited institution to support the existing and future workforce of the organization. The associated budget template is completed and outlines allocated cost per employee. The training program does not include license type relevant training option.	The Internal Workforce Training Plan identifies one training programs from an industry recognized and/or an accredited institution to support the existing and future workforce of the organization. The associated budget template is completed and outlines allocated cost per employee. The training programs include license type relevant training (i.e. horticulture training for cultivators, lab safety training for manufacturers).	The Internal Workforce Training Plan identifies at least two training programs from an industry recognized and/or an accredited institution to support the existing and future workforce of the organization. The associated budget template is completed and outlines allocated cost per employee. The training programs include license type relevant trainings (i.e. horticulture training for cultivators, lab safety training for manufacturers).		
		0 points	***5 points***	***10 points***	***15 Points***	***20 points***		
2)	**Recruitment Plan**: Workforce Development Plan identifies methods of recruitment, and the targeted populations from which it intends to recruit. The plan includes recruitment from DIAs and recruitment from industry recognized training programs to create a pathway into the organization from both of these groups. Please provide an outline on the anticipated demographics of your workforce and include how the targeted populations will be recruited. **Core partners recruiting from** **Recruiting from DIAs**	The workforce development plan identifies no recruitment plans.	The Workforce Development Plan identifies at least one method of recruitment from the target populations. The plan does not include a plan to recruit at least 51% of its workforce from a DIA population and at least 10% of its workforce from an industry recognized training program.	The Workforce Development Plan identifies at least one method of recruitment from the target populations. The plan includes a plan to recruit at least 51% of its workforce from a DIA population and at least 10% of its workforce from an industry recognized training program.	The Workforce Development Plan identifies at least two methods of recruitment from the targeted populations. The plan includes a plan to recruit at least 51% of its workforce from a DIA population and at least 10% of its workforce from an industry recognized training program.	The Workforce Development Plan identifies at least three methods of recruitment from the targeted populations. The plan includes a plan to recruit at least 51% of its workforce from a DIA population and at least 10% of its workforce from an industry recognized training program.		
		0 points	***5 points***	***10 points***	***15 Points***	***20 points***		
3)	**Employee Supportive Services:** **Please outline what employee supportive services your organization will provide, internally or externally, to your current and future workforce. Identify how the following services will be provided: transportation, childcare options, professional development opportunities.** **Employee Transportation services include the following: (I Internal Transportation Service) make transportation available to each of its employees who resides in a disproportionately impacted area in order to transport such employee from such employee's residence to such employee's place of work and from such employee's place of work to such employee's residence, or (II Advance to Support Transportation) make advance payment to each of its employees who resides in a disproportionately impacted area for the cost of traveling from such employee's residence to such employee's place of work and from such employee's place of work to such employee's residence** **Childcare support can include referral networks, emergency care programs, subsidies, or flexible scheduling to accommodate childcare.** **Professional Development includes soft-skills training, mentor programs, and leadership programs.** **If the supportive service is provided through an external partnership, the partner must be identified.** **Cannabis Establishments must meet with external organizations who provide wrap-around support to their staff and gather best practices to inform the Cannabis Establishment's efforts. Letters of support must be provided from consulting organization, and the Cannabis Establishment shall incorporate the best practices into their employee supportive services.**	No supportive services are provided.	At least one supportive service is provided for one of the following categories: Employee Transportation Services Childcare Support Professional Development If supportive service is provided through an external partnership, the partner is identified.	At least one supportive service is provided for two of the following categories: Employee Transportation Services Childcare Support Professional Development Research conducted on wrap-around services by researching organizations in the state that do similar work. References to specific programs in other organizations are made, and used as a model. If supportive service is provided through an external partnership, the partner is defined. .	At least one supportive service is provided for each of the following categories: Employee Transportation Services Childcare Support Professional Development The Cannabis Establishment met with other organizations providing wrap around services, and identified the date and time of the conversation. Letter of support is provided detailing a conversation occurred to discuss wrap-around services. If supportive service is provided through an external partnership, the partner is defined.	At least one supportive services are provided for Employee Transportation Services and two for the following categories: Childcare Support Professional Development The Cannabis Establishment met with other organizations providing wrap around services, and identified the date and time of the conversation. Letter of support is provided detailing a conversation occurred to discuss wrap-around services, and that the Cannabis Establishment has incorporated best practices in their business. If supportive service is provided through an external partnership, the partner is defined.		
		0 points	***5 points***	***10 points***	***15 Points***	***20 points***		

4)	**Defined Career Pathways** **Provide explanation on the career ladders for the positions within your organization, define the opportunities for growth for your employees. Additionally, please specify annual goals for the next five years, including but not limited:** **-Promotions** **-Wage Growth** **-Career Coaching**	The workforce development plan does not include defined career pathways.	The Workforce Development Plan includes career ladders for each of the entry level positions in the organization. Additionally wages are provided for each of the positions in the ladder, annual increase wage growth is provided. No anticipated promotional opportunities are provided and no career coaching opportunities are mentioned.	The Workforce Development Plan includes career ladders for each of the entry level positions in the organization. Additionally wages are provided for each of the positions in the ladder, annual increase wage growth is provided, anticipated promotional opportunities and requirements for these positions are provided but no timeline is included, and an annual career coaching opportunity for employees is detailed.	The Workforce Development Plan includes career ladders for each of the entry level positions in the organization. Additionally wages are provided for each of the positions in the ladder, annual increase wage growth is provided, anticipated promotional opportunities and requirements for these positions are provided for the next 3 years, and career coaching opportunities are offered semi-annually for employees to develop themselves.	The Workforce Development Plan includes career ladders for each of the entry level positions in the organization. Additionally wages are provided for each of the positions in the ladder, annual increase wage growth is provided, anticipated promotional opportunities and requirements for these positions are provided for the next 5 years, and career coaching opportunities are offered quarterly for employees to develop themselves.		
		0 points	***5 points***	***10 points***	***15 Points***	***20 points***		
5)	**Apprentice Programs:** Section 21a-421g of the Connecticut General Statutes describes an exploration of the creation of a series of apprenticeship programs for cannabis workers across the state. In support of the statute please state how your organization has explored the opportunity for an apprenticeship program, and how many positions you plan to create. Apprentices may be from a DIA but are not required.	Did not explore apprentice program option	Details an exploration of the apprentice program, but did not include a plan to execute or initiate the apprentice program.	Came up with a plan for the apprentice program, but has not made a commitment to executing a plan, and no quantity of potential apprentices is described.	Developed and made a commitment to an apprentice program, details commitment to hiring at least one apprentice in the first year to gain workforce experience within the business.	Developed and made a commitment to an apprentice program, details commitment to hiring at least three apprentices in the first year to gain workforce experience within the business.		
		0 points	***5 points***	***10 points***	***15 Points***	***20 points***		
						Total Score/Pass ≥ 75		

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1)	**Internal Industry Workforce Training Plan:** How are workforce training programs being used to support the existing and future workforce of your organization? Please outline relevant credentials to the license type, institutions, and programs being leveraged to ensure your internal workforce receives training that will allow them to develop and grow within your organizational structure. Please use the associated budget template to outline the allocated cost per employee for training, and detail the options for financial assistance.	The Internal Workforce Training plan does not identify any training programs.	The Internal Workforce Training Plan identifies one training programs from an industry recognized and/or an accredited institution to support the existing and future workforce of the organization.	The Internal Workforce Training Plan identifies one training programs from an industry recognized and/or an accredited institution to support the existing and future workforce of the organization. The associated budget template is completed and outlines allocated cost per employee. The training program does not include license type relevant training option.	The Internal Workforce Training Plan identifies one training programs from an industry recognized and/or an accredited institution to support the existing and future workforce of the organization. The associated budget template is completed and outlines allocated cost per employee. The training programs include license type relevant training (i.e. horticulture training for cultivators, lab safety training for manufacturers).	The Internal Workforce Training Plan identifies at least two training programs from an industry recognized and/or an accredited institution to support the existing and future workforce of the organization. The associated budget template is completed and outlines allocated cost per employee. The training programs include license type relevant trainings (i.e. horticulture training for cultivators, lab safety training for manufacturers).		
		0 points	***5 points***	***10 points***	***15 Points***	***20 points***		
2)	**Recruitment Plan**: Workforce Development Plan identifies methods of recruitment, and the targeted populations from which it intends to recruit. The plan includes recruitment from DIAs and recruitment from industry recognized training programs to create a pathway into the organization from both of these groups. Please provide an outline on the anticipated demographics of your workforce and include how the targeted populations will be recruited. **Core partners recruiting from** **Recruiting from DIAs**	The workforce development plan identifies no recruitment plans.	The Workforce Development Plan identifies at least one method of recruitment from the target populations. The plan does not include a plan to recruit at least 50% of its workforce from a targeted population and does not include plans to recruit specifically for manufacturing or extraction and non manufacturing or extraction employees.	The Workforce Development Plan identifies at least one method of recruitment from the targeted populations. The plan includes a plan to recruit at least 50% of its manufacturing or extraction population from a DIA, 25% of its non extraction or manufacturing workforce from a DIA, in the first year. Additionally has plans for recruiting 50% of its non extraction or manufacturing workforce from a DIA at some point and 75% of its non extraction or manufacturing workforce from a DIA at some point.	The Workforce Development Plan identifies at least two methods of recruitment from the targeted populations. The plan includes a plan to recruit at least 50% of its manufacturing or extraction population from a DIA, 25% of its non extraction or manufacturing workforce from a DIA, in the first year. Additionally has plans for recruiting 50% of its non extraction or manufacturing workforce from a DIA in year two, and 75% of its non extraction or manufacturing workforce from a DIA in year three.	The Workforce Development Plan identifies at least three methods of recruitment from the targeted populations. The plan includes a plan to recruit at least 51% of its workforce **overall** from a targeted population and at least 10% of its workforce from an industry recognized training program. The plan contains plans to recruit at least 75% of its workforce in year two and three of operation from DIA.		
		0 points	***5 points***	***10 points***	***15 Points***	***20 points***		

3)	**Employee Supportive Services:** **Please outline what employee supportive services your organization will provide, internally or externally, to your current and future workforce. Identify how the following services will be provided: transportation, childcare options, professional development opportunities.** **Employee Transportation services include the following: (I Internal Transportation Service) make transportation available to each of its employees who resides in a disproportionately impacted area in order to transport such employee from such employee's residence to such employee's place of work and from such employee's place of work to such employee's residence, or (II Advance to Support Transportation) make advance payment to each of its employees who resides in a disproportionately impacted area for the cost of traveling from such employee's residence to such employee's place of work and from such employee's place of work to such employee's residence** **Childcare support can include referral networks, emergency care programs, subsidies, or flexible scheduling to accommodate childcare.** **Professional Development includes soft-skills training, mentor programs, and leadership programs.** **If the supportive service is provided through an external partnership, the partner must be identified.** **Cannabis Establishments must meet with external organizations who provide wrap-around support to their staff and gather best practices to inform the Cannabis Establishment's efforts. Letters of support must be provided from consulting organization, and the Cannabis Establishment shall incorporate the best practices into their employee supportive services.**	No supportive services are provided.	The organization provides employee transportation services. If supportive service is provided though an external partnership, the partner is identified.	Employee Transportation services are provided and a supportive service is provided for one of the two categories below: Childcare Support Professional Development Research conducted on wrap-around services by researching organizations in the state that do similar work. References to specific programs in other organizations are made, and used as a model. If supportive service is provided through an external partnership, the partner is defined.	Employee Transportation services are provided and a supportive service is provided for both of the categories below: Childcare Support Professional Development The Cannabis Establishment met with other organizations providing wrap around services, and identified the date and time of the conversation. Letter of support is provided detailing a conversation occurred to discuss wrap-around services. If supportive service is provided through an external partnership, the partner is defined.	Employee Transportation services are provided and two supportive services are provided for both of the categories below: Childcare Support Professional Development The Cannabis Establishment met with other organizations providing wrap around services, and identified the date and time of the conversation. Letter of support is provided detailing a conversation occurred to discuss wrap-around services, and that the Cannabis Establishment has incorporated best practices in their business. If supportive service is provided through an external partnership, the partner is defined.		
		0 points	***5 points***	***10 points***	***15 Points***	***20 points***		
4)	**Defined Career Pathways** **Provide explanation on the career ladders for the positions within your organization, define the opportunities for growth for your employees. Additionally, please lay out annual goals for the next five years, including but not limited:** **-Promotions** **-Wage Growth** **-Career Coaching**	The workforce development plan does not include defined career pathways.	The Workforce Development Plan includes career ladders for each of the entry level positions in the organization. Additionally wages are provided for each of the positions in the ladder, annual increase wage growth is provided. No anticipated promotional opportunities are provided and no career coaching opportunities are mentioned.	The Workforce Development Plan includes career ladders for each of the entry level positions in the organization. Additionally wages are provided for each of the positions in the ladder, annual increase wage growth is provided, anticipated promotional opportunities and requirements for these positions are provided but no timeline is included, and an annual career coaching opportunity for employees is detailed.	The Workforce Development Plan includes career ladders for each of the entry level positions in the organization. Additionally wages are provided for each of the positions in the ladder, annual increase wage growth is provided, anticipated promotional opportunities and requirements for these positions are provided for the next 3 years, and career coaching opportunities are offered semi-annually for employees to develop themselves.	The Workforce Development Plan includes career ladders for each of the entry level positions in the organization. Additionally wages are provided for each of the positions in the ladder, annual increase wage growth is provided, anticipated promotional opportunities and requirements for these positions are provided for the next 5 years, and career coaching opportunities are offered quarterly for employees to develop themselves.		
		0 points	***5 points***	***10 points***	***15 Points***	***20 points***		
5)	**Apprentice Programs:** Section 21a-421g of the Connecticut General Statutes describes an exploration of the creation of a series of apprenticeship programs for cannabis workers across the state. In support of the statute please state how your organization has explored the opportunity for an apprenticeship program, and how many positions you plan to create. Apprentices may be from a DIA but are not required to be.	Did not explore apprentice program option	Details an exploration of the apprentice program, but did not include a plan to execute or initiate the apprentice program.	Came up with a plan for the apprentice program, but has not made a commitment to executing a plan, and no quantity of potential apprentices is described.	Developed and made a commitment to an apprentice program, details commitment to hiring at least one apprentice in the first year to gain workforce experience within the business.	Developed and made a commitment to an apprentice program, details commitment to hiring at least three apprentices in the first year to gain workforce experience within the business.		
		0 points	***5 points***	***10 points***	***15 Points***	***20 points***		
						Total Score/Pass ≥ 75		