

Memorandum of Understanding (MOU)

The purpose of this MOU is to document the roles and responsibilities of BizConnect and school/organization partners who are selected. This is a 2 year agreement beginning _____ with an annual compliance review based on the responsibilities outlined below under the Terms of Agreement. The review will be on the anniversary date of service delivery. The review will be done by Worksystems and BizConnect staff.

BizConnect, operated by Worksystems, Inc., provides systematized school to career activities by connecting employers with students through a common data system. The data system features over 1,000 local employer partner profiles each highlighting the occupations within their business and the type of work based learning they agree to provide both in the classroom and at their place of business. Examples include guest speakers, job shadows, company tours, mock interviews and internships. Careers in high growth/high demand industries can be targeted and highlighted to inspire students to seek post-secondary training and education in occupations with growth potential. BizConnect helps to make classroom learning relevant.

Terms of Agreement:

Minimum Qualifications:

- A CIS license (BizConnect interfaces with the CIS platform)
- School or organization is located within Washington and/or Multnomah Counties
- Agree to terms put forth in this MOU

BizConnect systematizes school to career connections by:

- Providing access to CIS-Connection (database of business opportunities for youth) Employers are located throughout Marion, Polk, Yamhill, Washington, and Multnomah Counties
- Providing orientation and training in use of the database and ongoing technical assistance
- Sharing regional career educational materials (Student Prep Standards, Employer Guide)
- Monitoring system use, performance and compliance
- Recruiting Multnomah and Washington County employers to BizConnect
- Building relationships and market School to Career opportunities to employers
- Communicating employer expectations to school staff
- Developing and maintaining CIS-Connection, a comprehensive data system of employer information
- Reviewing and providing feedback to schools/organizations on employer comments received through BizConnect

Schools and Community Based Organizations will:

- Complete and submit application
- Identify a primary school contact that will work with BizConnect staff. Include the names of all staff who will be involved in coordinating Career Related Learning Experiences (CRLEs)
- Provide BizConnect with contact information for a minimum of _____ new, viable, local employers per year
- Follow protocol related to database communication procedures (Attachment A)
- Prepare students for CRLE opportunities using Student Preparation Standards (Attachment B)
- Present to businesses only students who are prepared, committed and a good match
- Commit to continuous improvement of BizConnect, which may include participating in quarterly BizConnect work group meetings and limited trainings

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I/we agree to the terms of this Memorandum of Understanding and understand that failure to meet these terms could result in revoked access to BizConnect services.

Principal _____ Date _____

School Name _____ District _____

Lead Staff _____ Date _____

School Name _____ District _____