



Weatherization Career Path Toolkit



National Association for State Community Services Programs

Welcome to the NASCSP Weatherization Assistance Program (WAP) Career Path Toolkit—a valuable resource designed for both employees and employers to navigate weatherization career paths, explore career options, and understand advancement requirements.

According to the 2021 NASCSP WAP wage survey, 289 subgrantee respondents identified the lack of a clear career path in Weatherization as the third most significant factor contributing to turnover. Establishing a well-defined career path in Weatherization can be one of the most effective strategies for recruiting and retaining employees. This guide will assist you in effectively utilizing the toolkit and provide tips on how to make the most of all the tools it offers.

Table of Contents

Using the Instructions Tabs	1
Using the WAP Position Information Tool	2
Using the Knowledge, Skills, Abilities (KSA) Tools	3
Customizing & Using the WAP Field Staff Career Path - Excel Example	4
(Optional) Creating & Customizing the WAP Field Staff Career Path- Visio Example	5
Attachment 1: Excel Example	7
Attachment 2: Visio Example	8

Using the Instructions Tabs

1. Start by navigating to the first tab labeled '**Instructions**' in each workbook. This section is crucial as it provides a comprehensive guide on how to use the workbook effectively. The instructions provided throughout the remainder of this document can also be used as a guide.
2. The instructions contain detailed descriptions of what is required for each field and/or tab within the workbook. Pay close attention to these details to ensure accurate and complete data entry.
3. Follow Bracketed Guidance: Throughout the workbooks, you may find additional instructions enclosed in brackets [...] which serve two purposes:
 - Replacement: Some bracketed text is a placeholder and should be replaced with specific information relevant to your program.
 - Additional Guidance: Other bracketed text provides further explanations or directions to assist you in filling out the workbook.

Using the WAP Position Information Tool

This tool provides an overview of core WAP positions, including job titles, brief descriptions, required experience, and other essential details. By utilizing the WAP Positions Information Tool, you can gain a clear overview of your program's positions, qualifications, and career growth possibilities. Customize the tool to meet your organization's needs and empower your employees with the knowledge to navigate their career paths effectively. Follow these steps to use the tool effectively: Follow these steps to use the tool effectively:

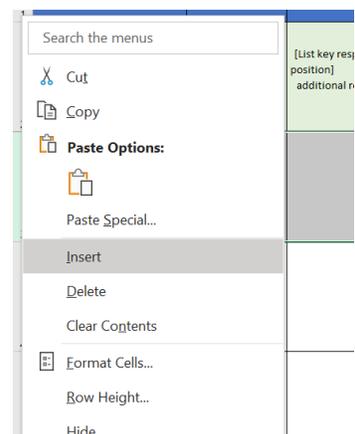
1. Understanding the Tool:

- The tool is designed to list all WAP positions in your program, allowing you to customize the information for each position.
- Row 1 contains headers that list the information provided for each column.
- Row 2 provides instructions for each column, guiding you on the type of information to include.
 - *Both Rows 1 and 2 will remain in place as you scroll down the worksheet to provide guidance as you are inputting the information.*

	A	B	C	D	E	F	G	H
1	Job Title	Job Level	Responsibilities	Qualifications	Possible Career Paths	Transferable Skills	Training and Development Opportunities	Salary/Wages
2	[Insert Job Title]	[Insert Job Level (e.g., Entry-Level, Mid-Level, Senior)]	[List key responsibilities and tasks for the position] [List additional responsibilities for higher job levels]	[List minimum qualifications for the position] [List preferred qualifications for higher job levels]	[List potential vertical advancements within the job family] [List potential lateral moves to other roles within the organization]	[Identify skills that can be developed in this position and applied to other roles] [Highlight how employees can gain diverse experiences in different areas]	[Specify training programs available for skill development] [List opportunities for career advancement and growth]	[Insert the salary / wages. Use Ranges]

2. Using and Customizing the Tool:

- Review the instructions on Row 2 to determine the information needed for each position listed. These instructions are used to customize the tool. *See image above.*
- The information should be an overview of the position's responsibilities, avoiding the need for full job descriptions. *Fully detailed job descriptions should also be provided in a separate document.*
- To add a new row for additional positions, use the Excel "**insert row**" function by right-clicking your mouse on the row numbers and selecting insert (or press "i").
- Add positions specific to your program and fill in the information for each new row.



3. Tips for Finalizing the Position Information:

- Be specific when listing responsibilities, qualifications, and other details. Ensure the tool accurately represents your organization's career paths and workforce development opportunities.
- Review the information to ensure it provides a comprehensive understanding of the core WAP positions and their respective responsibilities.
- Regularly update the information to reflect any changes in job positions, qualifications, or workforce development initiatives within your organization.

Using the Knowledge, Skills, Abilities (KSA) Tools

These tools contain detailed lists of the essential knowledge, skills, abilities, and specific requirements for advancement within the core WAP positions. These lists will provide valuable insights for job seekers and employers on the qualifications necessary for career growth. The lists of tasks were compiled using the NREL JTAs for the core WAP positions (RIT, CL, EA, and QCI).

1. Customizing Advancement Requirements:

- Customize the advancement requirements to include any federal, state, or local requirements for each position and any additional criteria for career advancement within your organization. Requirements may include training, certifications, or proficiency of knowledge, skills, and abilities. (Example: Proficient in 8/10 tasks)
 - ***These advancement requirements can be edited to meet your organization's specific needs.***

Advancement Requirements		
[Insert Job Level or Next Position]		
Training	Certifications	KSA Proficiency

2. Incorporating Additional Tasks and Tracking Progress:

- Additional tasks can be added as needed using the pre-made sections available at the bottom of each list. Use these lists as a checklist to track employees' progress and confirm when they meet specific advancement requirements or demonstrate competency in the listed tasks.

171		
172	[Insert Additional Task Here]	
173		
174	Knowledge of:	Ability to:
175		
176		
177		
178		
179		

3. WAP Installer Badges Toolkit Alignment:

- The RIT and CL KSA lists include a column to document the completion of the WAP badges.
- NREL has created a [WAP Badges Toolkit](#) that can complement this tool. The badges toolkit provides 25 badges that help demonstrate the knowledge of an RIT or CL and have been aligned to the CL JTA.
- NASCSPP hosted a webinar "[Badges in WAP](#)" that discusses one way the badges may be used to scale up the WAP workforce.

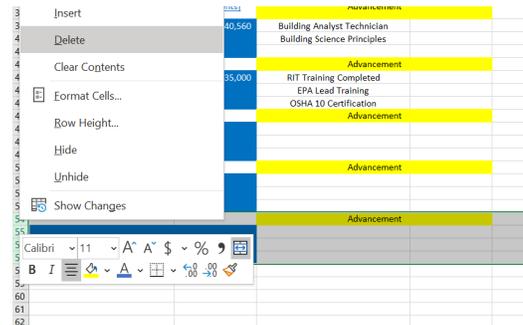
Proficient?	Badge Completion	
	Air seal attic floor	
	Seal and dam high-temp heat sources in attic	
	Install weather stripping and sweep set on exterior door	
	Air seal and insulate walls of a conditioned subspace (basement or crawl space)	
	Air seal floor above an unconditioned subspace (basement or crawl space)	

Customizing & Using the WAP Field Staff Career Path- Excel Example

This tool illustrates the possible career progression, specifically for the core field positions within weatherization. It outlines the potential career ladder, allowing you to see the different job levels and the skills and qualifications required for each advancement. This tool is meant to provide an example of the career paths for WAP field professionals, providing information about how an employee can be aware of concrete milestones and have input into their own professional growth.

1. Customizing the Tool:

- This tool can be edited to reflect your organization's specific WAP field Career Paths.
- If you have multiple levels for different positions, include them in the career path diagram.
 - *Multiple options are provided to include additional levels. To add additional levels or positions, rows will need to be inserted into the sheet and **it will have to be formatted**.*
 - *If a level is not needed for a certain position use the Excel "Delete Row" function to remove that level from the diagram. Select the number of rows to be deleted, right click those rows with the mouse, and select delete (or press "d")*



2. Using the Career Path Tool for Advancements:

- Utilize the diagram to demonstrate wage increases and career advancements within the field staff career path. This tool provides a visual representation of a possible career advancement path including milestones to achieve.
 - ***The example salaries listed were calculated using the NASCS Wage Survey data for the national average WAP wages from 2021 and multiplied by a 6% cost of living.***
- Employees can progress based on factors such as training, certifications, and/or proficiency in the tasks listed in the WAP Position Information & KSA Tools workbook.
 - ***The KSA lists also include the advancement criteria for each position. This information will need to be customized for local, state, and federal requirements.***

37			
38	[See RIT KSA Tool for advancement requirements]		Advancement
39	Retrofit Installer Technician 2	\$35,360 - \$40,560	Building Analyst Technician Building Science Principles
40	1-3 Years Experience		
41			Advancement
42			
43	Retrofit Installer Technician 1	\$30,160 - \$35,000	RIT Training Completed EPA Lead Training OSHA 10 Certification
44	0-2 Years of Experience		
45			

3. Highlighting Potential Career Paths:

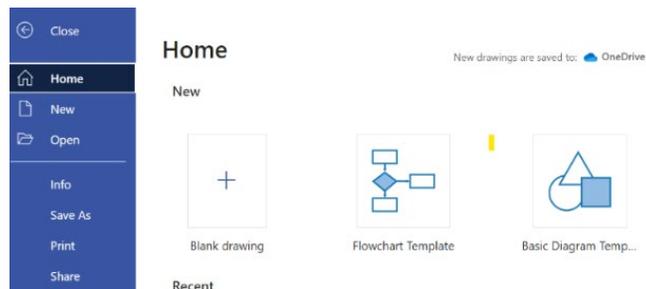
- The Career Path worksheet can be printed and/or saved as a PDF after making the necessary edits. By printing or providing electronic copies, employees will be able to visualize their career growth opportunities and understand the necessary steps to advance in their careers.
- [See Attachment 1: Excel Example](#)

(Optional) Creating & Customizing the WAP Field Staff Career Path- Visio Example

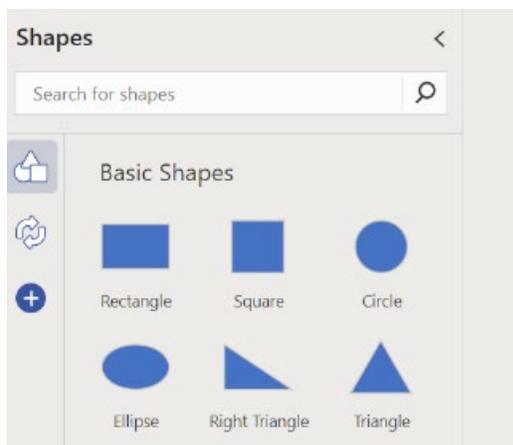
Microsoft 365 Visio is a versatile tool that can be used to create clear visual representations of career paths within an organization. The career path toolkit contains two examples created with Visio, one in the Visio file format and one in PDF format. Both formats can be used to help you create a career path, either as an example or as a template to get started. The following steps will help you get started in Visio.

Disclaimer Regarding Microsoft Visio: Please note that not all Microsoft Office desktop packages include Microsoft Visio. If needed, check the availability of Visio online through the Microsoft 365 application, and be prepared to sign in with your work or school account to access it. *For additional information on how to use Microsoft Visio, you can search the Microsoft website for advanced instructions.*

1. Access Microsoft Visio:
 - Start by opening Visio either on the desktop or the Microsoft 365 online application.
2. Choose a Template:
 - Once in Visio, pick a template that suits your needs using the "File" menu. You can choose from pre-made templates or customize one to match your organization's career paths. Consider using an organizational chart template or creating a custom layout tailored to your specifications.



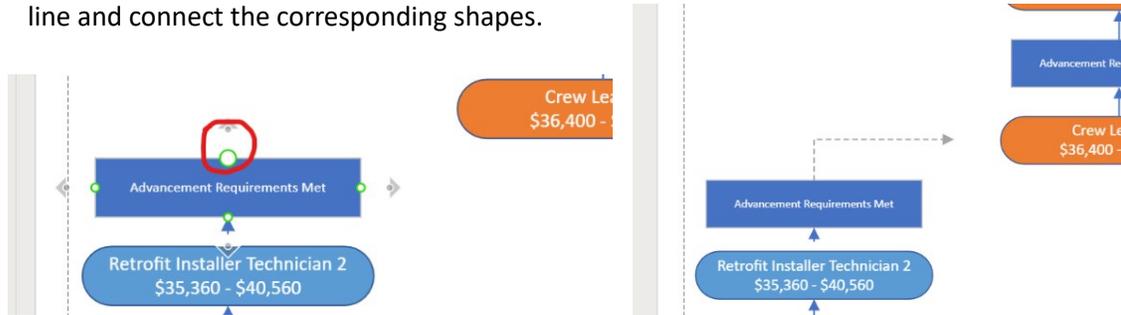
- **You can also use the Visio file included in the career path toolkit to get started.**



3. Add and Customize Shapes:
 - Add shapes to represent different job levels along the career path. Use rectangles, ellipses, or other shapes you find suitable. Double-click on each shape to add job titles, salaries, or other information you would like to include in the diagram.

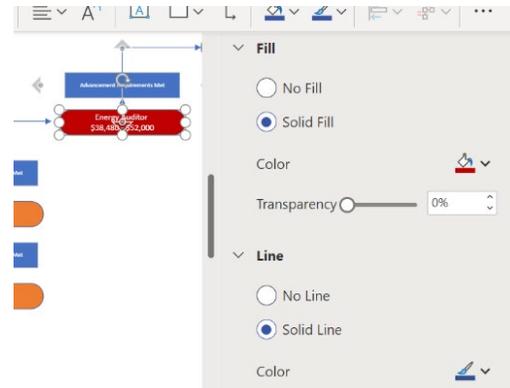
4. Connect the Path:

- Connect the shapes using lines to show the flow of career progression. This helps visually illustrate the hierarchy within the organization. You can select the connector dot to create the line and connect the corresponding shapes.



5. Enhance the Look:

- Make your diagram visually appealing by using the various formatting options by right clicking your mouse on the shape or line you want to edit and selecting "Format Options". You can change colors, fonts, and line styles to match your organization's branding.



6. Save and Share:

- Regularly save your work using the "File" menu to avoid losing any changes. You can then print the diagram or share it digitally with others who need to see the career paths.
- If you need to share the diagram outside of Visio, explore export options like PDF or image formats. The "Export" feature under the "File" menu offers various choices.
- [See Attachment 2: Visio Example.](#)

7. Explore Advanced Features:

- As you become more comfortable, explore advanced options like grouping shapes or adding legends to make your diagram even more informative. You could also insert your organization's logo or other information that could be helpful for the user.

Attachment 2: Visio Example

