



PUNCH CARD PARTNERSHIP WORKFLOW

A SIMPLE, POWERFUL PROCESS WITH A STRONGER WORKFORCE

Punch Card handles the complexity so **YOU** can build the future.



1

WORKFORCE RECOVERY

We identify your workforce challenges and needs, and explore how apprentices can assist.



2

CANDIDATE RECRUITMENT

We recruit, screen, and qualify candidates who are motivated to build a career in the skilled trades.



3

EMPLOYER CONNECTION

You and the apprentice will establish a connection while we handle all logistics and communication.



4

ONBOARDING & OTJ BEGINS

We take care of all aspects of onboarding, employment, and beyond. You can concentrate on training.



5

RELATED TECHNICAL INSTRUCTION (RTI)

Apprentices combine classroom learning with hands-on training to enhance their technical skills.



6

PROGRESS REVIEWS & WAGE ADVANCEMENT

We review progress, ensure competencies are met, and increase wages as milestones are reached.



7

PROGRAM COMPLETION

The apprentice completes the program and becomes a skilled journeyworker ready to build a long-term career with you.



EMPLOYER PARTNER

(what you handle)

- Ensure safety training
- Provide on-the-job training
- Verify hours & skills
- Approve wage progressions
- Support career growth



PUNCH CARD

(what we handle)

- Analyze labor needs
- Identify solution opportunities.
- Define program structure
- Confirm compliance requirements
- Recruit candidates
- Screen & interview
- Career readiness assessment
- Eligibility review
- Coordinate interviews
- Communicate with candidates
- Support selection process
- Onboard apprentice
- Handle payroll setup
- Secure workers' comp
- Register program & apprentice
- Schedule RTI
- Payroll administration
- Compliance tracking
- Ongoing support
- Foster connection RTI provider
- Schedule classes
- Track attendance
- Provide resources
- Track progress
- Manage evaluations
- Process wage increases
- Update program records



THE RESULT : A STRONGER WORKFORCE CREATES A STRONGER FUTURE

EMPLOYERS GET

A reliable talent pipeline of skilled, motivated employees.



APPRENTICES GET

Hands on experience, education, and a clear path to a rewarding career.



COMMUNITIES GET

A stronger economy and a sustainable workforce for generations.



A DIFFERENT PATH FORWARD