

# WORK READINESS ASSESSMENT

Career Objective: \_\_\_\_\_

| 1. Verify job seeker has support system in place   | Yes | No | N/A | Comments |
|--|-----|----|-----|----------|
| a. Child Care  |     |    |     |          |
| b. Transportation  |     |    |     |          |
| c. Minimum of two reliable contact numbers   |     |    |     |          |
| 2. Professional Resume   | Yes | No | N/A | Comments |
| a. Educational background complete and accurate  |     |    |     |          |
| b. History complete and dates accurate   |     |    |     |          |
| c. Skills listed are accurate reflection of current skills   |     |    |     |          |
| d. Spelling and punctuation is accurate  |     |    |     |          |
| 3. Career Objective  | Yes | No | N/A | Comments |
| a. Transferable skills identified  |     |    |     |          |
| b. Career Ladders discussed  |     |    |     |          |
| d. Understanding of wage appropriate for area and skills   |     |    |     |          |
| e. Demand in local area identified   |     |    |     |          |
| f. Awareness of pre-employment screenings for industry   |     |    |     |          |
| 4. General Observation of Job seeker   | Yes | No | N/A | Comments |
| a. Communication Skills – Language clearly transmits knowledge and ideas. Voice: audible and easily understood. Eye Contact: maintains good eye contact.                               |     |    |     |          |
| b. Posture: alert, natural posture, does not fidget.   |     |    |     |          |
| c. Attitude: positive attitude, avoids making negative statements about self and others. Sense of stable demeanor; well balanced.  |     |    |     |          |
| d. Listening Skills: responds directly, completely and concisely.  |     |    |     |          |
| e. Motivation and Personality: enthusiastic, asks appropriate questions, well mannered, sincere and confident. Exits meetings in a friendly manner, thanking the staff for their time. |     |    |     |          |

| <b>5. Job Seeker availability discussed and identified</b>                | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Comments</b>               |
|---|------------|-----------|------------|-------------------------------|
| a. Hours available to job search each week                                |            |           |            |                               |
| b. Hours available to work each week (40)                                 |            |           |            |                               |
| c. Available to work all shifts   |            |           |            |                               |
| d. Available to work Monday - Sunday                                      |            |           |            |                               |
| e. How far are you willing to commute                                     |            |           |            |                               |
| <b>6. Appearance</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Comments</b>               |
| a. Attire aligns with career objective                                    |            |           |            |                               |
| <b>7. Successful Mock Interview</b>                                       | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Comments</b>               |
| a. Job seeker could articulate pertinent skills                           |            |           |            |                               |
| b. Job seeker was knowledgeable of industry                               |            |           |            |                               |
| c. Job seeker demonstrated confidence                                     |            |           |            |                               |
| <b>8. Dependable</b>  | <b>Yes</b> | <b>No</b> | <b>N/A</b> | <b>Comments</b>               |
| a. Job seeker attended Learning Events/Workshops                          |            |           |            | If so, what events/workshops? |
| b. Job seeker called to reschedule any missed appointment                 |            |           |            |                               |
| c. Job seeker consistently arrives on time for all scheduled appointments |            |           |            |                               |