

JOB READINESS ASSESSMENT CHECKLIST

Consumer _____

Agency Staff person _____ Employment Goal _____

Initial Date _____ Review Date (s) _____ Review Date (s) _____

Element	Support				Possible Solution / Comments/Vendors	Date Resolved
	N/A	Minimal	Moderate	Major		
VOCATIONAL GOAL						
MARKETABILITY OF SKILLS						
• Demonstrated Ability/ Skills						
• Transferable Skills						
• Local Job Market Demand						
EDUCATION & TRAINING						
• Formal Education						
• Skills Training						
• Certification of Skills						
EMPLOYMENT/ VOL. HISTORY						
• Recentness of Employment						
• Extent of Job Experience						
• Job Stability						
• Reasons for Job Termination						
BASIC SKILLS						
• Literacy						
• Language						
• Skill with Numbers						
HEALTH						
• Physical Health						
• Emotional Health						

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Consumer _____

Element	Support				Possible Solution / Comments/Vendors	Date Resolved
	N/A	Minimal	Moderate	Major		
HEALTH (cont.-)						
• Drugs & Alcohol						
• Violence & Harassment						
• Disability Awareness						
PSYCHO-SOCIAL SUPPORTS/NEEDS						
• Family Support						
• Family Responsibilities						
• Social Support						
MOTIVATION						
• Internal Factors						
• External Factors						
FINANCIAL STATUS						
• Budgeting Ability						
• Impact of Work on Benefits						
• Financial Requirements of Job						
LEGAL ISSUES						
• Criminal History						
• Driving Record/Right to Work						
• Worker's Compensation						
MATERIAL SUPPORTS & NEEDS						
• Living Conditions						
• Residence						

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Consumer _____

Element	Support				Possible Solution/ Comments/ Vendors	Date Resolved
	N/A	Minimal	Moderate	Major		
• Transportation						
• Child Care						
• Telephone/Ans. Machine/TTY						
ACCOMMODATIONS						
• Physical Health						
• Drug & Alcohol						
• Emotional						
• Psycho-Social						
• Violence/ Harassment						
• Legal/ Discrimination						
• Material Supports & Needs						
• Specific Disability Needs						
RELIABILITY						
• Attendance						
• Flexibility						
• Relocation						
• Hours/ Days Available to Work						
• Work Clothing/ Tools						
JOB SEEKING & KEEPING SKILLS						
• Application/Resume/Cover Ltr.						
• References						
• Self-Marketing Skills						
• Job Interview Skills						
• Appearance						