

**MAINE BUREAU OF REHABILITATION SERVICES**  
**JOB READINESS ASSESSMENT CHECKLIST DEFINITIONS**

| <b>ELEMENT</b>                                | <b>MINIMAL</b>   | <b>MODERATE</b>   | <b>MAJOR</b>   |
|---|--|---|--|
| <b>VOCATIONAL GOAL</b>                        | Has one clearly defined vocational or employment goal that suits participant's education and experience.                                       | Reports a lack of clarity or can't decide best vocational or employment goal or options; or<br><br>Has a vocational or employment goal that appears to be unrealistic.  | Unable to identify a main vocational interest or employment goal.  |
| <b>MARKETABILITY OF SKILLS</b>                |  |   |  |
| <b>Demonstrated Abilities/Skills</b>          | Has several marketable abilities or skills, with most or all having been demonstrated in a previous training, employment or volunteer setting. | Has several marketable abilities or skills, but the opportunity to demonstrate them in an employment or volunteer setting has been limited; or<br><br>Most abilities or skills require additional training to make them fully marketable. | Reports very few marketable abilities or skills; with few abilities or skills having been demonstrated through employment or volunteer settings. |
| <b>Transferability of Demonstrated Skills</b> | Skills are completely or nearly completely transferable to current employment goal.  | Skills have partial transferability to current employment goal  | Skills have little or no transferability to current employment goal.   |
| <b>Local Job Market Demand</b>                | Local demand for participant's abilities/skills is high and stable.  | Local demand for participant's abilities/skills is low to moderate, and stable.   | Local demand for participant's abilities/skills is low or declining.   |
| <b>EDUCATION &amp; TRAINING</b>               |  |   |  |
| <b>Formal Education</b>                       | Has a high school diploma or equivalent; or has finished some college or university courses.   | Less than high school finished.   | Public school (grade 8 or equivalent, or less finished).   |
| <b>Skills Training (e.g. Trades)</b>          | Has more than half of the requirements finished for a specialized certificate or license required for job goal; or N/A.                        | Has half or less than half of the requirements finished for a certificate or license for selected goal.   | Has never begun training for a specialized certificate or license for a selected job goal.   |

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| <b>Certification of Skills</b>   | Education, training, or certificate is formally recognized (e.g. by employers, licensing body, etc.)   | Waiting for a decision on certificate; or, education/training upgrading for certificate is in progress.<br><br>Recognized, but not as equivalent. | Education, training or certificate is not formally recognized (e.g. by employers, licensing body, etc); or<br><br>Not able to verify education or training received (e.g. if immigrant) |
| <b>EMPLOYMENT/VOLUNTEER HISTORY</b>  |  |   |   |
| <b>Recentness of Employment</b><br><input type="checkbox"/> Paid<br><input type="checkbox"/> Un-Paid (i.e., school work experiences, etc.)       | Has held full or part-time employment within the last 2 years.   | Has not held full or part-time employment in 2-4 years.   | Has not held full or part-time employment in 5 years or more.   |
| <b>Extent of Employment Experience</b><br><input type="checkbox"/> Paid<br><input type="checkbox"/> Un-Paid (i.e., school work experience, etc.) | Has held two or more years of full-time equivalent employment experience, whether PT or FT, or self-employed.                                  | Has held less than two years of full-time equivalent employment experience, whether PT, FT, or self-employed.                                     | Has had no full-time, part-time, self-employment or unpaid experience (i.e. NO WORK HISTORY).   |
| <b>Job Stability</b><br><input type="checkbox"/> Paid<br><input type="checkbox"/> Un-Paid (i.e., school work experience, etc.)                   | Work history shows few if any unusually short stays at jobs, and a normal amount of variety in job categories given age or training.           | Work history shows a mix of long and short stays at a variety of jobs.  | Work history has many short job-stays and frequent job changes across different unrelated job categories.   |
| <b>Reasons for Termination</b><br><input type="checkbox"/> Paid<br><input type="checkbox"/> Un-Paid (i.e., school work experience, etc.)         | Never dismissed, reasons for quitting often or only for advancement; most recent job loss was the result of a lay-off or similar circumstance. | A mix of dismissal, quitting, and lay-offs reported, (reasons cited for quitting mixed (i.e. not always for employment advancement).              | Reports firing most often or only reason.   |

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| <b>BASIC SKILLS</b>       |  |   |   |
| <b>Literacy</b>           | Is able to read and write in English at a high school level.   | Is able to read and write in English at a public school level and has some difficulty writing and spelling.   | Cannot read or write in English at all; or<br><br>Reading limited to simple words or sentencings.   |
| <b>Language</b>           | Is able to speak English very well or fluently.  | Is able to express and understand basic, everyday communication (e.g., instructions, simple conversation) in English.   | Unable to have a conversation in English without an interpreter; or<br><br>Is able to express and understand only the most basic words or phrases.  |
| <b>Skill with Numbers</b> | Reports having no difficulty in carrying out basic arithmetic;<br>or<br>N/A.   | Reports having some difficulty in carrying out basic arithmetic.  | Reports considerable difficulty in carrying out basic arithmetic.   |
| <b>HEALTH</b>             |  |   |   |
| <b>Physical Health</b>    | Reports health problem (s) under control through special precautions, medications, etc., that <u>Do not</u> restrict type or length of physical exertion at all; or,<br><br>Reports minor or no physical health problems | Reports health problem (s) under control through special precautions, medications, etc., that may restrict type or length of physical exertion to some extent.                  | Reports one or more physical health problems requiring frequent and/or time consuming medical visits; and/or<br><br>Reports one or more health problems that severely restrict type and length of physical exertion.  |
| <b>Emotional Health</b>   | Reports current emotional difficulties under control (e.g. under periodic care or supervision); and medication (if any) appears not to interfere with functioning; or<br><br>Reports no current emotional difficulties.  | Reports emotional difficulties that, although under periodic care, are problematic in that they interfere with the participant's ability to fully commit to his/her job search. | Reports psychiatric hospitalization within the last year; or<br><br>Reports, or it appears, that medication seriously interferes with functioning; or<br><br>Reports emotional difficulties that may interfere with job search, but does not want to seek professional help at this time. |

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| <b>Drug or Alcohol Problems</b>   | <p>Reports no drug or alcohol abuse; or</p> <p>Reports full recovery from drug or alcohol abuse (1 year or longer).</p>  | <p>Is currently in treatment for drug or alcohol abuse; or recently recovered (within 1 year); or</p> <p>Reports controlled drug use (e.g maintenance program).</p>   | <p>Reports having problem with drug and alcohol abuse that is not being treated; and /or</p> <p>Reports recent history of drug/alcohol abuse on the job; or</p> <p>Reports no drug or alcohol abuse, but exhibits behavior that may indicate the presence of drug/alcohol abuse problem.</p> |
| <b>Violence/Harassment</b><br><input type="checkbox"/> <b>Victim</b><br><input type="checkbox"/> <b>Perpetrator</b> | <p>Minimal harassment or threats reported.</p>   | <p>Reports ongoing verbal or sexual harassment; or</p> <p>Reports threats that undermine sense of physical, sexual or emotional safety.</p>   | <p>Reports physical, sexual or profound emotional abuse that undermine personal safety; or</p> <p>Exhibits some evidence of possible physical, sexual or profound emotional abuse.</p>   |
| <b>Disability Awareness</b>   | <p>Able to advocate for self in order to be successful at school/ work; or</p> <p>Reports and demonstrates a good understanding of disability and necessary supports/ accommodations to obtain work/ complete school.</p> <p>Accepts disability.</p> | <p>Needs moderate assistance in order to be successful at school/ work; or</p> <p>Reports and demonstrates a fair understanding of disability and necessary supports/ accommodations to obtain work/ complete school.</p> <p>Moderate acceptance of disability.</p> | <p>Needs major assistance in order to be successful at school/work; or</p> <p>Reports and demonstrates minimal understanding of disability and necessary supports/accommodations to obtain work/ complete school.</p> <p>Minimal acceptance of disability.</p>                               |

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| <b>PSYCHO-SOCIAL<br/>SUPPORTS &amp; NEEDS</b> |   |  |   |
| <b>Family Support</b>                         | <p>Reports no ongoing or passing family difficulties; or</p> <p>Reports a family environment that is stable and at least moderately emotionally supportive.</p>   | <p>Reports long or short-term family difficulties that do not prevent, but may none the less hinder, job seeking, job-keeping, or training; or</p> <p>Reports receiving no family support.</p> | <p>Reports long or short-term family difficulties that prevent active job seeking until resolved or dealt with (e.g. divorce proceeding).</p>                                 |
| <b>Family Responsibilities</b>                | <p>Has a low degree of family responsibility (i.e., no dependents, and not directly involved in the care of parents or extended family members).</p>  | <p>Has a moderate degree of family responsibility (e.g., 1-3 dependents under 16 years of age; and/ or directly involved in care of parents or extended family members).</p>                   | <p>Has a high degree of family responsibility (e.g. 4 or more dependents under 16 years of age; and/ or directly involved in care of parents or extended family members).</p> |
| <b>Social Support</b>                         | <p>Reports ongoing neighborhood or community contact and/or a circle of friends or acquaintances that are supportive of participants employment search.</p>   | <p>Reports little or no neighborhood or community contact and/or outside circle of acquaintances that are supportive of participant's employment search.</p>                                   | <p>Reports no social support network outside of that provided by professionals; and/or,</p> <p>Reports negative peer influences.</p>  |
| <b>MOTIVATION</b>                             | <p><b>A state of readiness or eagerness to change, which may fluctuate. This state can be influenced. Motivation can be understood as a person's present state or stage of readiness for change. It is an internal state influenced by external factors. All stages can be positively influenced by the counselor's approach.</b></p> |  |   |
| <b>Internal Factor</b>                        | <p><i>Action Stage:</i> Client engages in particular actions intended to bring about change.</p>  | <p><i>Contemplation Stage:</i> Client both considers change and rejects it (ambivalence).</p>  | <p><i>Pre-contemplation Stage:</i> Client is not yet considering the possibility of change and has not even considered the need to make change.</p>                           |
| <b>External Factor</b>                        | <p>Has an income and would like to supplement it, little or no financial debt, financial obligations are generally within their means.</p>  | <p>Has some income, minimal amounts of debt, financial obligations may be higher than income.</p>  | <p>May have little or no income, may be required by a court to be employed, has a higher level of debt and/ or financial obligations.</p>                                     |

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| <b>FINANCIAL STATUS</b>              |  |  |   |
| <b>Budgeting Ability</b>             | Demonstrates ability to manage money to sufficiently meet living expenses, including debt obligation.  | Demonstrates moderate difficulty with managing money to sufficiently meet living expenses, including debt obligation.  | Demonstrates major difficulties with managing money to sufficiently meet living expenses, and debt obligations are increasing.  |
| <b>Impact of Work on Benefits</b>    | <p>Is able to work with minimal impact on benefits or become financially independent of benefits; and/or</p> <p>Has met with benefits specialist, has accurate information and requires minimal counseling and guidance.</p> | Has moderate concerns regarding loss of income, and/or benefits and being able to maintain a job.  | <p>Has major concerns regarding loss of income and/or benefits, and being able to maintain a job; or</p> <p>Impact on benefits would severely interfere with client's ability to work.</p>  |
| <b>Financial Requirements of Job</b> | <p>Current financial support is sufficient to meet living expenses including any debt obligation; and/or</p> <p>Understands income need in selecting employment option.</p>  | <p>Current financial support does not meet living expenses, and reported debt load is, as a result, increasing; and/or</p> <p>Does not regularly consider income needs when choosing employment options.</p> | <p>Current financial resources are completely inadequate to meet living costs, consumer is living in poverty and reported debt load is at or near its limit and/or</p> <p>Does not understand relationship between income needs and employment options.</p> |
| <b>LEGAL ISSUES</b>                  |  |  |   |
| <b>Criminal History</b>              | Reports no conviction record or court dates pending.   | Conviction record is not recent; and/or offense (s) not severe.  | Reports a recent conviction record for a severe offense; and/or has a court appearance in the near future.  |
| <b>Driving Record/Right to Work</b>  | Reports no driving violations, or court dates pending.   | Right to work or driver's license is attainable in a tolerable time limit.   | <p>Right to work not likely to be granted (e.g., refugee) in the near future; and/or</p> <p>Does not have a driver's license or license suspended.</p>  |

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| <b>Worker's Compensation</b>         | Can return to work with minimal restrictions and/or similar wages/benefits.   | Can return to work with moderate restrictions and/ or with moderate impact on wages/benefits.   | Can return to work with major restrictions and /or with major impact on wages/benefits.  |
| <b>MATERIAL SUPPORTS &amp; NEEDS</b> |   |   |  |
| <b>Living Conditions</b>             | Reports adequate living conditions.   | Reports difficult living conditions (e.g., overcrowded, noisy, rent too high) that <u>may interfere to some extent</u> with employment or training. | Reports current housing is unsafe, unsanitary; or<br><br>Reports other conditions that <u>seriously interfere</u> with participant's focus on employment or training.                                  |
| <b>Residence</b>                     | Has permanent address.  | Is living in a non-emergency transitional residence (e.g. half-way house); or<br><br>Is living temporarily at an address.                           | Living in emergency or institutional setting (e.g. shelter, hospital, correctional setting etc); or<br><br>Reports no fixed address, is homeless, or is facing eviction.                               |
| <b>Transportation</b>                | Is adequately serviced by public transit; or<br><br>Owns or has dependable access to a vehicle and has a valid drivers license. | Is poorly serviced by public transit; and/or<br><br>Access to private transportation is unreliable.   | Has no access to public transit and/or insufficient money to use transit or taxi; and/or<br><br>No means of transportation privately available, and participant does not have a valid drivers license. |

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| <b>Child Care</b>  | Satisfactory child care is currently being provided, or is both available and accessible; or<br><br>N/A; child care is not required.  | Satisfactory care is needed and available, but is not immediately accessible (e.g., waiting list).  | Reports that current care is unsuitable and/or unreliable and that satisfactory care is unavailable or inaccessible; or<br><br>Child (ren) requires (s) intense care or supervision (e.g. infant physically challenged).    |
| <b>Telephone/<br/>Answering Machine/ TTY</b>   | Has a home telephone or cell phone.   | No home or cell phone, but has a reliable message system.   | Has no home or cell phone, no reliable message system, or an excessive time delay is experienced in receiving messages.   |
| <b>ACCOMMODATIONS</b>  |   |   |   |
| <b>Physical Health<br/>Drug &amp; Alcohol<br/>Emotional<br/>Psycho-Social<br/>Violence/Harassment<br/>Legal/Discrimination<br/>Material Supports &amp; Needs<br/>Specific Disability Needs</b> | Requires minimal interventions; and/or<br><br>Lack of accommodations may minimally restrict job options or mildly exacerbates health condition or may minimally interfere with performing job safely. | Requires moderate and time consuming interventions; and/or<br><br>Lack of accommodations moderately restricts job options or moderately exacerbates health condition or moderately interferes with performing job safely. | Requires frequent and/or multiple time consuming interventions; and/or<br><br>Lack of accommodations may severely restrict job options or severely exacerbate health condition or interfere with performing the job safely. |
| <b>RELIABILITY</b>   |   |   |   |
| <b>Attendance</b>  | Rarely misses appointments, and calls ahead to reschedule for excusable absences.   | Inconsistently keeps scheduled meetings, and does not always call ahead to reschedule.  | Frequently misses scheduled appointments/ meetings and/or does not call ahead to reschedule.  |



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| <b>Flexibility</b>                                      | Usually is willing or able to be flexible with work schedule and /or expectations.  | Reports/ demonstrates limited ability to be flexible with work schedule and/ or expectations.                           | Unable or unwilling to be flexible with work schedule and/ or expectations.                                 |
| <b>Relocation</b>                                       | Is willing and able to consider relocation in evaluating employment.  | Reports limited ability or willingness to relocate.   | Unable or unwilling to relocate.  |
| <b>Hours/Days Available per week</b>                    | Usually available for normal work week/hours.   | Is available only for a limited number of hours or selected days per week.  | Unavailable or inconsistently available for even limited hours per week.                                    |
| <b>Possession of Work-Related Clothing and/or Tools</b> | Has most work or work-appropriate clothing and/or tools necessary.  | Has some but not all work-appropriate clothing and/or tools necessary.  | Does not own any work or work-appropriate clothes and does not own required tools.                          |
| <b>JOB SEEKING &amp; KEEPING SKILLS</b>                 | <p><b>A <i>continuum</i> of employment services. Clients may perform self -directed search or require extensive coordinated services to reach the employment goal. Minimal services may include Vocational Guidance and Counseling, Job Club, Employment Workshops (i.e., Resume Development, Interview Skills, Career Exploration, etc..) and utilization of CareerCenter. More substantial services may include Job Development and Job Coaching services. Extensive services may require Long Term Supports.</b></p> |   |   |
| <b>Application, Resume and Cover Letter</b>             | Requires minimal assistance with resume and cover letter; or<br><br>N/A; employment goal does not require resume.   | Has no resume or current resume is inadequate; and/or<br><br>Has no cover letter or current cover letter is inadequate. | Has difficulty completing a standard job application form without help.                                     |
| <b>Employment References</b>                            | Requires minimal assistance with employment references and/or reference letter (s).   | Lacks recent employment references, but can furnish personal or academic references.                                    | Has no reliable personal or work references, or cannot obtain them; or<br><br>References are inappropriate. |

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| <b>Self-Marketing Experience &amp; Skills</b> | <p>Requires minimal assistance with job seeking as far as strategy, time spent or process; and/or</p> <p>Realistically estimates own marketable skills and the extent of job market competition for employment in his/her goal area.</p> | <p>Has prior job-seeking experience; limited with respect to strategy, duration, or process; or</p> <p>Sometimes under-or over estimates own marketable skills or extent of job market competitiveness for employment goal.</p> | <p>Has no prior job-seeking experience; and/or</p> <p>Is unaware of appropriate or most effective job-seeking strategies; and/or,</p> <p>Is unable to identify own marketable skills that are relevant to current employment goal.</p>                                   |
| <b>Job Interview Skills</b>                   | <p>Points out relevant personal strengths well and/or presents self appropriately (e.g. in practice job interviews, “cold calls”).</p>   | <p>Has some difficulty pointing out personal strengths relevant to employment goal (e.g., in practice job interviews, “cold calls”); and/or</p> <p>Appears to have some difficulties in presenting self appropriately.</p>      | <p>Reports no, very limited, or consistently negative experience in job interviews or employer “cold calls; and/or</p> <p>Has a lot of difficulty expressing personal strengths or in presenting self appropriately (e.g. in-practice job interviews, “cold calls”).</p> |
| <b>Appearance</b>                             | <p>Rare instances of inadequate hygiene; and/or</p> <p>Requires minimal assistance with maintaining an appropriate work wardrobe.</p>  | <p>Hygiene is inconsistent; and/or</p> <p>Lacks motivation to maintain adequate hygiene; and/or</p> <p>Requires moderate assistance with maintaining a work wardrobe.</p>   | <p>Current hygiene does not meet employer standards; and/or</p> <p>Reports lack of resources to maintain adequate hygiene; and/or</p> <p>Requires major assistance with maintaining an appropriate work wardrobe.</p>  |