

**South Central Workforce Council
Work Readiness/Occupational Skills Assessments**

Name: _____ SSN: _____

I. Career Development Skills

A. Basic Computer Knowledge

1. Can you identify three computer components? Yes No

If yes, please list:

a. _____

b. _____

c. _____

2. Have you booted up or shut down a computer? Yes No

3. Do you know the difference between hardware and software? Yes No

If yes, please explain the difference:

4. Have you opened and closed documents/files? Yes No

5. Have you accessed and used the Internet? Yes No

6. Have you set up and/or used an e-mail account? Yes No

If you currently have an e-mail account, please write in your address:

B. Making Career Decisions

1. Do you have a career goal and a plan to achieve it? Yes No

If yes, please answer the following:

a. What is your career goal? _____

b. What are the training requirements for your career goal?

c. What are the primary job duties of your career goal?

d. What is the entry-level salary for your career goal? \$ _____

e. What is your plan to achieve your career goal?

C. Using Labor Market Information

1. Have you searched for a job? Yes No

If you were searching for a job today, list three methods you would use:

a. _____

b. _____

c. _____

2. Do you know how to use labor market information in your career research? Yes No

If yes, how would you use it when making a career decision?

D. Networking

1. Have you ever used networking techniques to find job leads? Yes No

If yes, please explain how you used them:

E. Completing A Job Application

Please complete the attached job application

F. Preparing A Resume

1. Do you know what information should be included on a resume? Yes No

If yes, please list three types of information that should be included:

- a. _____
- b. _____
- c. _____

2. Do you have a current typed resume? Yes No

If yes, please attach.

3. Do you know how to write cover and follow-up letters? Yes No

If yes, please attach examples.

G. Job Interviewing

1. Can you list three personal strengths you would tell an employer about yourself? Yes No

If yes, what are they:

- a. _____
- b. _____
- c. _____

2. Do you know how to prepare for a job interview? Yes No

If yes, please list three things you would do to prepare:

- a. _____
- b. _____
- c. _____

3. Do you know how to dress appropriately for an interview? Yes No

If yes, please describe what you would consider appropriate attire:

H. Dealing With Diversity

Please define the following terms as applied to the workplace:

a. Equal Employment Opportunity -- _____

b. Sexual Harassment -- _____

II. Work Ethic Skills

A. Punctuality

1. Do you get to appointments, school, and/or work on time? Yes No

If no, please explain:

2. Do you know what to do if you are going to be late for an appointment? Yes No

If yes, please describe what you would do in that situation:

B. Attendance

1. Have you had more than 5 absences from school and/or work in the last year? Yes No

If yes, please explain why:

C. Attitude and Behavior

1. Do you know what to do if you have a conflict at school or work? Yes No

If yes, please explain the steps you would take to resolve the conflict:

2. Are you able to accept reasonable instruction from a supervisor or teacher without complaint? Yes No

If no, please explain why:

D. Appearance

1. Do you know what you would wear your first day on the job? Yes No

If yes, please describe:

2. Do you know what adequate personal hygiene means? Yes No

If yes, please define:

E. Interpersonal Relations

1. Do you have experience working as a team member or in a group activity? Yes No

If yes, please give an example or describe the situation:

2. Have you had experience teaching someone a new task? Yes No

If yes, please explain your experience:

F. Completing Tasks

1. Can you think of an event or task you planned and followed through to completion? Yes No

If yes, please describe your experience:

2. Have you had experience communicating in writing or giving a speech? Yes No

If yes, please explain the situation:

3. Would other people describe you as reliable? Yes No

If yes, what would they say and why?

III. Occupational Skills

To be completed based on work history and personal information:

1. Have you had a job in the last year (12 month period)? Yes No
2. Have you had more than one job in the last year (12 month period)? Yes No
3. What is the longest period of time you have worked on the same job? _____
4. Do you have the necessary skills to get the job you want? Yes No
5. Is your past work experience related to your career goal? Yes No
6. Do you think this employment and training program will help you develop the skills you need to assist you with your career opportunities/interests? Yes No

Work Readiness/Occupational Skills Assessment Results

To be completed by the Case Manager

Career Development Skills Assessment Results (Choose one of the following options)

- The individual is in need of further instruction and development in _____ of the 8 Career Development Skill Topics as documented on the previous pages.
- The individual is competent in all 8 Career Development Skill Topics as documented on the previous pages.

Work Ethic Assessment Results (Choose one of the following options)

- The individual is in need of further instruction and development in _____ of the 6 Work Ethic Skill Topics as documented on the previous pages.
- The individual is competent in all 6 Work Ethic Skill Topics as documented on the previous pages.

Work Readiness Total (Career Development and Work Ethic Topics Combined)

- The individual is in need of further instruction and development of Work Readiness Skills as evidenced by deficiencies in _____ of the 14 Skill Topic areas.
- The individual is competent in Work Readiness Skills (Competent in at least 11 Topics).

Occupational Skills Assessment Results (Choose one of the following options)

- The individual is in need of Occupational Skills training as demonstrated by little or no work history or limited work history (no job over 3 months, with the same employer, over the last 5 years.)
- The individual is in need of Occupational Skills training as demonstrated by little or no work history, or limited work history, in a specific skill area of the planned activity (CT, WEX, OJT, etc.)
- The individual is in need of further instruction and development of Occupational Skills as demonstrated by a lack of work history in his/her occupation of choice.
- The individual is competent in Occupational Skills.

Additional Assessment Comments: _____

Case Manager Signature _____

Date _____