

Job Ready Checklist

Date: _____ Funding Source: 201 501 301 Other: _____

Participant: _____ State ID Number: _____

ERS/ACA Name: _____ Phone Number: _____

Career Objective: _____ Required WorkKeys® Score: _____

Section 1 – Job Readiness Criteria		YES	NO
1.	Did the participant successfully complete the Mock Interview?		
2.	Has the participant effectively maintained contact during Training, and job ready process, showing initiative, completing tasks exhibited their dependability and responsiveness?		
3.	Does the participant have a properly formatted digital resume that is accurate and complete?		
4.	Does the participant have a properly formatted digital master application that is accurate and complete?		
5.	Does the participant understand the online application process? Can the participant create an online account and upload documents?		
6.	Does the participant Assessment (WorkKeys® or O*Net) scores meet or exceed the career objective?		
7.	Is participant aware of pre-employment screenings or requirements for their career objective?		
8.	Has the participant completed the Job Readiness Workshop and Interview Workshop?		

If any answers are “NO” except for #6, do not schedule the interview.

The Plan (IEP/ISS) must document the services and actions that will be taken to resolve any NO responses above.

By signing this form, the ERS/ACA certifies that the participant meets all Job Readiness Criteria and will be referred to the Job Ready Interview.

Signature

Date

Go to Page 2, Job Ready Interview

**QUESTION 1
BARRIERS TO EMPLOYMENT**

What challenges (childcare, transportation, etc.), if any, do you anticipate having that might prevent you from showing up to work as expected?

Circle Rating: U / A / O

Notes: _____

**QUESTION 2
ATTENDANCE/PUNCTUALITY**

Possible Questions:

1. How many unplanned days is it ok to miss from work in a year? (mandatory question)
2. It's your first week at a new job. What would you do if your car didn't start in the morning?
3. For what reasons is it ok to be late to work?
4. If your work day starts at 8:00, what time would you come to work?

Questions Chosen: #1 & _____ Circle Rating: U / A / O

Notes: _____

QUESTION 3a
WORK MATURITY/QUALITY OF WORK

Possible Questions:

1. Tell me about a time when you made a mistake or a bad decision on the job. How did you handle the situation?
2. What has been your biggest accomplishment, preferably involving work or school?
3. What would your former boss say about your quality of work?
4. When did you last receive feedback at work or school that made you feel proud?

Question Chosen: # _____

Circle Rating: U / A / O

Notes: _____

QUESTION 3b
TEAMWORK

Possible Questions:

1. Tell me about a time when you were able to remain open to another viewpoint when you did not agree with it?
2. What is your definition of teamwork?
3. What is your preference: working in groups or working alone; why?
4. As a new employee how what would you do to form a good relationship with your co-workers, your boss, or your customer?
5. What contributions have you made to a positive team atmosphere?
6. Tell me about a time when you felt you went beyond the call of duty in helping a co-worker or your boss.

Question Chosen: # _____

Circle Rating: U / A / O

Notes: _____

QUESTION 3c
ABILITY TO GET ALONG WITH OTHERS/COMMUNICATION

1. When did you receive criticism at work or school that upset you? What did you do with the criticism?
2. Tell me about a time you had a serious conflict with a coworker. How did you handle the situation?
3. Tell me of a time when you worked with, or for, someone you did not agree with. What steps did you take to improve working conditions?
4. We've all felt stress in our work lives. Tell me about work-related situations that cause stress for you. How do you typically handle such stress?

Question Chosen: # _____ Circle Rating: U / A / O

Notes: _____

QUESTION 3d
SELF-MOTIVATION/DEPENDABILITY

Possible Questions:

1. What does the term "deadline" mean to you?
2. What types of things motivate you to do a great job at work?
3. Do you consider yourself a self-starter or do you wait for someone to tell you what to do?
4. What would you do if you didn't know how to do something at work and your supervisor wasn't there to help you?

Question Chosen: # _____ Circle Rating: U / A / O

Notes: _____

QUESTION 3e
TAKE DIRECTION

Possible Questions:

1. What do you do if you don't understand the directions your boss has given to you on doing a task?
2. When starting a new job, what do you do if you are given tasks with little direction?
3. What would you do if your boss gave you a project you didn't want to do?
4. What would you do if two different managers gave you projects that were due at the same time and you could only complete one?

Question Chosen: # _____

Circle Rating: U / A / O

Notes: _____

