Job Ready Checklist

Date:		Funding Source:	201 🗌 501	□ 301	Other:		
Participant:				Sta	te ID Number:		
ERS/ACA Name:					Phone Number:		
Career Objective:				Rec	quired WorkKeys® Score:		
		adiness Criteria				YES	NO
1.	•	pant successfully comp					
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 parti complete?	participant have a properly formatted digital resume that is accurate and					
4.	Does the parti	Does the participant have a properly formatted digital master application that is accurate and complete?					
5.	an online acco	participant understand the online application process? Can the participant create account and upload documents?					
6.	objective?	the participant Assessment (WorkKeys® or O*Net) scores meet or exceed the career tive?					
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 an	y answers are	"NO" except for #6, d	lo not schedu	le the inte	rview.		
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.							
Signa	ature		Date				

Go to Page 2, Job Ready Interview

JOB READY INTERVIEW

Sect	tion 2 – Observation of Participant			Ratir	ng check	1	
1.	Is the Participant dressed appropriately	Comment	Unacceptable	Acce	ptable	0	utstanding
Sect	tion 3 – Participant Questions (Refer	to pages 3-6 for samp	le questions)				
	Question				Rating ch	ting check 1	
1.	Can the Participant deal with challenges?		Unacc	eptable	Accepta	able	Outstanding
2.	Does the Participant value attendance and punctuality?		Unaco	eptable	Accepta	able	Outstanding
3.	Do they possess the soft skills to be job ready in the following areas?:						
	3a Work maturity/quality of work		Unaco	eptable	Accepta	able	Outstanding
	3b Teamwork		Unaco	eptable	Accepta	able	Outstanding
	3c Ability to get along with others/Communication		Unaco	eptable	Accepta	able	Outstanding
	3d Self-motivation/dependability		Unacc	eptable	Accepta	able	Outstanding
	3e Ability to take direction		Unaco	eptable	Accepta	able	Outstanding
4.	Does the ERS feel the Participant is Job Ready? (Indicated reason in comment box)		Unaco	eptable	Accepta	able	Outstanding
HIS F EETS easor ervice	tem in Section 2 or 3 is rated <u>UNACCER</u> FORM, THE ERS/ACA IS STATING THATES THE JOB READINESS CRITERIA AN ens for not meeting the minimum requirers and actions to correct the deficiencies are Participant meet the Job Readiness criterians.	AT THEY ARE CONFID D IS READY AND WIL ments are to be documented are to be documented	DENT THAT THE LING TO ENTER ented in the Part in the Participar	PARTIC R EMPLO cipant's	CIPANT S DYMENT case note	UCCE AT TI es. An	ESSFULLY HIS TIME.
RS/ACA signature		Date	Placement Stat	f signatur	e		Date
7 4	proved Denied	Provider Management S	21-#	_	 Date		

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>U / A / O</u>			
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?			
. For what reasons is it ok to be late to work?			
I. 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?

Qι	estion Chosen: # Circle Rating: <u>U / A / O</u>		
No	tes:		
	QUESTION 3b TEAMWORK		
Ро	ssible 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.		
Qι	estion Chosen: # Circle Rating: <u>U / A / O</u> _		
No	tes:		

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>U / A / O</u>
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>U / A / O</u>
Notes:	