FRESNO REGIONAL WORKFORCE DEVELOPMENT BOARD
CAREER READINESS CERTIFICATION

PARTICIPANT NAME _____ **STATE ID#** _____

ERS/ACA _____ **DATE OF INTERVIEW** _____

CAREER OBJECTIVE _____

SECTION I: CAREER READINESS CERTIFICATION CHECK LIST (To be completed by the assigned ERS/ACA)

	PART I: CAREER ASSESSMENTS	DATE COMPLETED	REQUIRED SCORES	PRE-TEST SCORES	POST-TEST SCORES (NA IF NOT APPLICABLE
1	WorkKeys®				
	• Applied Math				
	• Workplace Documents				
	• Graphic Literacy				
2	IMAGO AI Post Assessment				

	PART II: CAREER READINESS WORKSHOPS	DATE COMPLETED	COMMENTS
1	IMAGO Soft Skills		
2	Career Exploration		
3	Resume Preparation		
4	Employment Interview Preparation		

	PART III: CAREER READINESS CERTIFICATIONS	DATE CERTIFIED	COMMENTS
1	Soft Skills Certification (Form# JOB-021)		
2	Resume Certification (Form # JOB-023)		
3	Interview Readiness Certification (Form # JOB-24, JOB-025		

	PART IV: OTHER REQUIRED DOCUMENTS	DATE COMPLETED	COMMENTS
1	Individual Comprehensive Career Action Plan		
2	Portfolio		

By signing this form, the ERS/ACA certifies that the participant has completed all required Career Readiness activities listed above, meets all FRWDB Career Readiness criteria, and will be scheduled for the Career Readiness Interview.

_____ _____

ERS/ACA Signature Date of Certification

SECTION II: CAREER READINESS INTERVIEW (To be completed by the Career Readiness Interview Panel)

The Career Readiness Interview panel will review the completed Career Readiness Certification Checklist and meet with the participant to conduct the Career Readiness Interview. During the interview, the panel will verify the participant's completion of required Career Readiness activities, assess their preparedness for employment, and confirm that they meet the established Career Readiness criteria. The panel will document the interview results and any recommendations to support final certification of Career Readiness.

The participant must score a 3 or above on each questions in Part I and II to be deemed Career Ready.

SCORING GUIDE · 5 = HIGHEST, 1 = LOWEST				
5 OUTSTANDING Exceeds the standard; would stand out to an employer.	**4 STRONG** Above standard; consistently job-ready in this area.	**3 ACCEPTABLE** Meets the standard expected on the job.	**2 DEVELOPING** Below standard; needs coaching before employment.	**1 NOT YET** Well below standard; significant support needed.

PART I: PARTICIPANT QUESTIONS		SCORE
1	Please describe your current career goal or the type of employment you are seeking.	
2	Can you identify at least two (2) occupations that align with your career goal?	
3	What appeals to you about these occupations (e.g., working with people, data or technology, creativity, hands-on tasks, problem-solving, earning potential, or flexible work hours)?	
4	What skills, education, vocational training, and/or experience do you have that qualify you for these occupations, including any training completed through WIOA?	
5	Can you identify local employers with job openings in these occupations?	
6	Have you conducted research on potential employment opportunities (e.g., online job boards, company websites, social media, networking events, or career fairs)?	
7	Are you comfortable completing online job applications and creating profiles on employment websites?	
8	What are your greatest workplace strengths, and how will you demonstrate these skills to an employer?	
9	Can you provide all required employment documents (e.g., Social Security Card and right-to-work documents) needed for employment?	
10	Are you prepared to actively participate in job placement activities and pursue employment opportunities? Please explain.	

PART II · OBSERVATION OF PARTICIPANT		SCORE
1	Was the participant prepared for the interview and able to provide a completed portfolio and Individual Career Action Plan?	
2	Was the participant dressed appropriately for an interview and professional setting?	
3	Does the participant have the skills, training and work experience required for the occupations?	
4	Did the participant communicate clearly, respond to questions appropriately, and demonstrate professionalism throughout the interview?	

COMMENTS

DETERMINATION & SIGNATURES

Does the participant meet the Career Readiness criteria? ☐ **YES** ☐ **NO**

By signing, the interviewing staff confirms that the participant meets the Career Readiness criteria and is ready and willing to enter employment at this time.

Interviewer 1

_____

Name/Title (Print)

_____ _____

Signature Date

Interviewer 2

_____

Name/Title (Print)

_____ _____

Signature Date

Provider Management Approval ☐ **Approved** ☐ **Denied**

By signing, the interviewing staff confirms that the participant meets the Career Readiness criteria and is ready and willing to enter employment at this time.

_____

Name/Title (Print)

_____ _____

Signature Date

If the participant is not approved for the Career Readiness Certificate, complete the following section identifying areas for improvement and forward the form to the ERS/ACA.

Reasons for not meeting the minimum requirements, and/or any corrective services, must be documented in the participant's Individual Employment Plan / Individual Service Strategy and case noted in the participant's file.

RECOMMENDED FOCUS BEFORE NEXT INTERVIEW (CHECK ALL THAT APPLY)

☐ Confidence Building	☐ Professional Vocabulary	☐ Interview Preparation
☐ Stronger Examples	☐ Better Job Alignment	☐ STAR Structure
☐ Clearer Communication	☐ Body Language & Eye Contact	☐ Other: _____

PREPARATION FOR NEXT INTERVIEW

ERS/ACA must review and discuss the areas identified for improvement and recommended focus areas checked above, with the participant. The ERS/ACA must provide individualized activities, resources, and support to assist the participant in meeting the certification criteria. The ERS/ACA must meet with the participant at least every 30 days to assess progress and determine whether the participant has met the required criteria.

All steps, activities, and resources provided to support the participant in meeting certification requirements must be documented in the participant's Individual Employment Plan/Individual Service Strategy and case notes.

Once the ERS/ACA determines that the participant has met all certification criteria, the ERS/ACA will reschedule the participant for an interview.