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|  | **Tennessee Department of Human Services Vocational Rehabilitation Program**  **Job Readiness Report** |

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| **Community Resource Provider Name** | |  | **Client’s Name** | |
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| **COMPETENCY AREA** | **Training Needed?**  **(yes or no)** | | **Date Training Provided** | **COMMENTS** |
| **A. The Job Application** | | | | |
| 1. Can fill out a paper/online job application completely and correctly or has a responsible party who can assist when necessary (no blank items, signed) |  | |  |  |
| 1. Resume or fact sheet developed.   **The resume must be submitted to VR with the VPO for payment of job readiness services.** |  | |  |  |
| 1. References contacted (by the provider of job readiness services) in advance with complete information on name, address, telephone #, job title.   **The client’s reference sheet must be submitted to VR with the VPO for payment of job readiness services.** |  | |  |  |
| 1. Demonstrates understanding of legal implications of signature on application, (drug screen, felony record, etc.) |  | |  |  |
| 1. Drug screening and ability to pass has been discussed with client |  | |  |  |
| 1. Education section fully completed accurately with dates. |  | |  |  |

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| **B. Finding the Right Job** | | | |
| 1. Can identify work interests. Understands if they are realistic. |  |  |  |
| 1. Understands the importance of liking the job and feeling a part of the work environment.   Discuss the following positives of being in a workplace that “fits”:  Keeping the job  Working Harder  Making fewer mistakes |  |  |  |
| 1. Understands and can discuss own abilities and aptitudes. |  |  |  |
| 1. Understands the importance of motivation, attention and dependability. |  |  |  |
| 1. Discuss the following:   Being present everyday  Being on time  Getting along with others |  |  |  |
| 1. Can explain the benefits of working |  |  |  |
| 1. Understands how to perform a job search    1. Career Centers    2. Friends and family    3. Newspaper    4. Internet    5. Staffing Service    6. Staying organized during the job search (calendar, appt. book) |  |  |  |

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| **C. The Job Interview** | | | |
| 1. Understands first contact and first impressions |  |  |  |
| 1. Can understand potential job interview questions. |  |  |  |
| 1. Demonstrates effective non-verbal behavior (eye contact, personal habits, calmness) |  |  |  |
| 1. Understands and demonstrates appropriate dress & grooming for an interview |  |  |  |
| 1. Mock interviews:    1. Job readiness/placement provider    2. Offsite interview conducted by third party   **At least two mock interviews must be conducted.** |  |  |  |
| 1. Client can discuss strengths as a worker |  |  |  |
| 1. Can write out answers or verbally respond to interview questions |  |  |  |
| 1. Understands the need for follow up after an interview—i.e. a phone call to express interest in the position, a thank you note for the interview |  |  |  |
| 1. Can explain what may be perceived as negatives on application (convictions, lapses in employment) |  |  |  |
| 1. Understands pros and cons of disclosure of disability and knows how to request a reasonable accommodation |  |  |  |

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| **D. Keeping the job. The work habits and attitudes necessary to keep a job:** | | | |
| 1. Contingency Plan/Barriers to Employment    1. Plan for transportation    2. Plan for back up transportation    3. Childcare    4. Back up for childcare    5. Illness    6. Weather    7. Gas & lunch money    8. Do I have an alarm clock and can I use it.   **Any contingency/barrier issues which are ongoing/recurring in nature or are not fully resolved must be included on the Job Placement Activity Plan.** |  |  |  |
| 1. Attendance; what are acceptable absences. What to do when you need to be absent. |  |  |  |
| 1. Punctuality (upon arriving at work, following breaks and lunch) |  |  |  |
| 1. Getting along with other – co-workers and supervisors |  |  |  |
| 1. Quality of work |  |  |  |
| 1. Quantity of work |  |  |  |
| 1. Working safely |  |  |  |
| 1. Following directions |  |  |  |
| 1. Can assess strengths and weakness. Accepting responsibility for own behavior and problems on the job. |  |  |  |
| 1. Knows how to request a reasonable accommodation. |  |  |  |

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| **E. Leaving the Job** | | | |
| Understands the importance of:   * 1. Giving two week notice   2. Leaving on good terms   3. Making sure there is another job to go to. |  |  |  |

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Staff Member Signature Date

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Client Signature Date