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

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Community Resource Provider Name**  |  | **Client’s Name** |
|  |
|  **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.
 |       |       |       |

|  |  |  |  |
| --- | --- | --- | --- |
|  **COMPETENCY AREA** | **Training Needed?****(yes or no)** | **Date Training Provided** | **COMMENTS** |
| **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)
 |       |       |       |

|  |  |  |  |
| --- | --- | --- | --- |
|  **COMPETENCY AREA** | **Training Needed?****(yes or no)** | **Date Training Provided** | **COMMENTS** |
| **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
 |       |       |       |

|  |  |  |  |
| --- | --- | --- | --- |
|  **COMPETENCY AREA** | **Training Needed?****(yes or no)** | **Date Training Provided** | **COMMENTS** |
| **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.
 |       |       |       |

|  |  |  |  |
| --- | --- | --- | --- |
|  **COMPETENCY AREA** | **Training Needed?****(yes or no)** | **Date Training Provided** | **COMMENTS** |
| **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.
 |       |       |       |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Staff Member Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

Client Signature Date