



# Job Readiness Checklist

Customer's Name: \_\_\_\_\_

DRS Counselor: \_\_\_\_\_ Date: \_\_\_\_\_

***If the question is not pertinent, just place "NA" in box to the right.***

	<b>YES</b>	<b>NO</b>
1. Does the customer want to work full-time?		
2. Is customer on SSDI or SSI?		
3. If yes to 2, has the customer been referred to a Benefits Planner?		
4. Is customer dependable, keep appointments and on time for those appointments? NO? STOP HERE		
5. Has the customer followed through on assignments. NO? STOP HERE		
6. Is customer motivated and ready to go to work? If not, STOP HERE		
7. Does customer have an attainable job goal?		
8. Does customer possess skills necessary to go to work and can the customer express those skills to an employer?		
8a. List any Certifications, Licenses, Special Trainings, Experience, etc.		
9. Does the customer have the ability to learn new skills if necessary to change careers?		
10. Does the customer possess necessary computer skills?		
10a. List software programs customer uses.		
11. Can customer use job specific equipment such as business equipment, cleaning equipment, fork lifts, etc.		
11a. List equipment customer can use.		
12. Does customer possess phone skills and etiquette?		
13. Will customer be able to work well with others?		
13a. Can the customer work independently?		



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	YES	NO
14. What is customer's educational level?		
15. What is customer's reading level?		
16. Does customer have basic math skills?		
17. Does customer know value of money and can they count change if the job calls for that skill?		
18. Does customer have a verifiable criminal background?		
19. Does customer have a drug history?		
20. Does the customer have an effective resume?		
21. Can customer fill out an application properly?		
22. Is customer prepared to answer questions regarding gaps in employment history?		
23. Has the customer demonstrated that he/she possesses interviewing skills?		
24. Have assessments been discussed with customer?		
25. Does customer have an appropriate message on phone answering machine?		
26. Does the customer have an appropriate email address?		
27. Does customer have a Face Book or My Space site? Is information on the site appropriate for an employer to view?		
28. Does customer plan on disclosing his/her disability to employer? If so, how and when?		
29. Is reasonable accommodation needed?		
29a. Is yes, what type of accommodation?		
29b. If yes, can customer discuss accommodation with employer?		
30. Has the customer been briefed on employer financial incentives?		
30a. Can the customer discuss those incentives with the employer?		
31. Has the customer demonstrated that he/she possesses proper hygiene and grooming?		
32. Does the customer have proper interview attire?		
33. Does the customer have a reliable transportation plan?		
34. Does the computer have child care or other care needs such as parent?		
35. Based on this Job Ready Checklist, do you feel confident that the customer is job ready?		
36. The most important question is: "If you were an employer and your business depended on hiring this one person would you hire your customer?"		
37. Has customer been flagged as job ready on VCM?		