



supporting Labour Market Attachment

Work Readiness Assessment Tool

NAME: _____

DATE: _____



Description

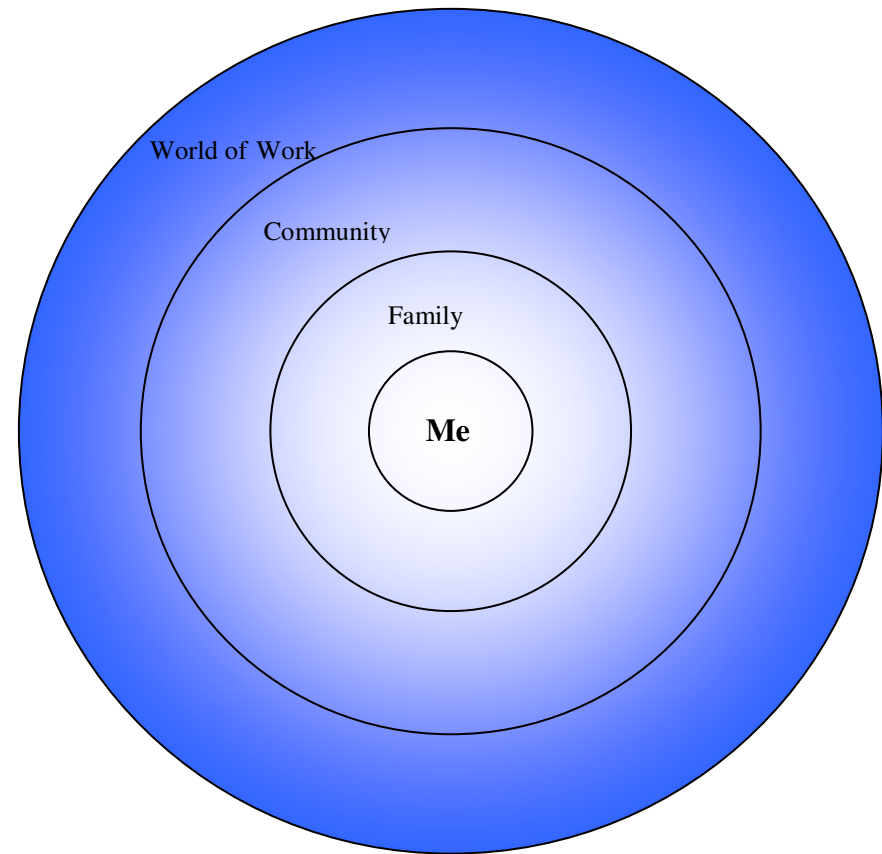
Are you prepared for work? The following tool is a self-assessment checklist to help get job seekers thinking about and evaluating the kind of work they would most like to do and the issues to consider in getting the right job. Employment counselors can also use this tool as a first step in finding employment and creating a job goal.

What is this the right job for me?

- ✓ To ensure success in the workplace (i.e., getting and keeping a job) an understanding of myself, such as what I like to do and what am I good at, is a necessary first step. This includes considering the barriers or the difficulties that I might have getting and/or keeping a job, such as transportation to and from work.
- ✓ The second factor to consider is the support or lack of support that family/friends provide, particularly around issues such as daycare.
- ✓ The third element is the importance of community and realizing that the job may not be available in my community. I may have to go somewhere else for training and/or the job.
- ✓ The last thing I need to understand is how to get a job and how to keep a job.

You can use this list to help you think about

- ✓ Whether you have enough information about the job;
- ✓ How well a job matches your needs, skills, and interests;
- ✓ What plans you need to make.



Understanding Family	Questions	Plans
<p>1. Personal</p>	<p>Do I have family issues that make it hard for me to work? ___ Yes ___ No If yes, what are they?</p>	<p>If yes, how do I plan to deal with it?</p>
<p>2. Personal Resources - Social Network</p>	<p>If I get a job, do I have support from immediate family, extended family or friends? ___ Yes ___ No</p>	<p>If no, what can I do to improve the situation?</p>
<p>3. Child Care</p>	<p>Do I need child care? ___ Yes ___ No</p>	<p>If yes, is the childcare reliable? ___ Yes ___ No If no, what can I do?</p> <p>If yes, is the childcare affordable? ___ Yes ___ No If no, how can I apply for a subsidy?</p> <p>If yes, is there backup for my regular childcare? ___ Yes ___ No If no, what can I do?</p>

Understanding Community	Questions	Plans
1. Labour Market Information	Do I know where I can find out about getting a job in my community? ___Yes ___No	If no, who can I ask for help?
	Do I know where I find out about all of the businesses in my community? ___Yes ___No	If no, who can I ask for help?
	Who will help me as I look for a job?	List 3 people who I can call for help when looking for a job, including family and friends

Understanding the World of Work	Questions	Plans
<p>1. Interest</p>	<p>Do I have a current job goal? ___Yes ___No If Yes, what is my current job goal? e.g., electrician, business administration, computer technician</p> <p>Why do I want this job?</p> <p>Name two other choices that interest me: 1. 2.</p>	<p>If No, then what do I need to do to make job goal.</p> <p>Why am I looking for work and what are my choices?</p>
<p>2. Skills and Experience (Education, past jobs, volunteer work, and hobbies)</p>	<p>Is the job I am considering a good match with my skills and experience? ___ Yes ___ No ___ Don't know</p> <p>If yes, name the most important skills and experience that I have that apply to this job.</p> <p>If no, rethink your job goal.</p>	<p>Where can you obtain information about this?</p>

Understanding the World of Work	Questions	Plans
3. Importance	Will this job allow me to do work that I think is worthwhile? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	Why?
4. Money	How much money do I need to make? \$ _____ <input type="checkbox"/> Don't know Will this job provide the amount of money I need? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	If I don't know, what can I do to find out? If I don't know, what can I do to find out?
5. Hours	How many hours every day would I have to work in this job? _____ hours Is there shift work? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know Is there overtime? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	If I don't know, what can I do to find out? If Yes, is this Okay? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know If Yes, is this Okay?

Understanding the World of Work	Questions	Plans
<p>6. Availability of Work</p>	<p>Is there work available in the job I have chosen? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p>Who is hiring?</p> <p>Do I know people I can work for? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Where can I find out? Who can help me?</p> <p>List people I can work for:</p>
<p>7. Training</p>	<p>What training is needed for this job and where is the training?</p> <p><input type="checkbox"/> Don't Know</p> <p>Can I take the training? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know If no, why not?</p>	<p>If I don't know, how can I find out?</p> <p>Where can I find out?</p>
<p>8. Location</p>	<p>Am I willing to move to go to school or work? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>Where would I be willing to move? For how long? Are there any other considerations for this decision?</p>

Understanding the World of Work	Questions	Plans
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9. Things that you do

Does the job involve tasks I have enjoyed in the past?
 Yes No Don't know

If yes, what are they?
 If no, what can I do to find out more information?

Does it involve tasks I strongly dislike?
 Yes No Don't know
 If yes, what are they?

How will I deal with tasks that I strongly dislike?

10. Work Situation

What do I know about the job?
 indoors
 outdoors
 number of people who work there
 clean
 dirty
 noisy
 quiet
 work alone
 work with others
 deal with customers
 use the phone a lot
 Other:

What else would I like to know about the job?

Understanding the World of Work	Questions	Plans
Work situation (continued)	<p>Is there anything about the work situation that would bother me? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, explain briefly:</p>	<p>If yes, what can I do about it?</p>
11. Physical Activity	<p>Is the job physically active? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p>Are there health or other factors that affect my ability to be physically active? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, what will I do about it?</p>
12. Length of Job	<p>Is my job goal seasonal? i.e., I would only work for part of the year. <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know</p> <p>Is seasonal work OK? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If yes, what is my work plan for the off-season?</p>

Understanding the World of Work	Questions	Plans
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13. Getting Ahead

How important is getting ahead in this job to you?
 Very important
 Somewhat important
 Not important

Does this job give me a chance to get ahead?
 Yes No Don't know

If getting ahead in a job is important to me and the job won't give it to me, what do I plan to do about this?

14. Job Difference

How different are the job tasks?
 Lots of difference
 Some difference
 No difference – very repetitive
 Don't know

Do I prefer a lot of variety or am I comfortable doing routine tasks?
 Yes No Don't know

How can I determine how much variety I like? Try thinking about things you have done that bored you or things that you have done that you found interesting. Did they have a lot of variety?

Understanding the World of Work	Questions	Plans
<p>15. Other Workplace Skills</p>	<p>The following is a list of skills that are important to employers. Mark the skills that you feel you have.</p> <ul style="list-style-type: none"> <input type="checkbox"/> able to work in teams <input type="checkbox"/> be responsible: show up on time for work and get things done on time <input type="checkbox"/> be flexible – open to new things <input type="checkbox"/> show motivation – willing to work <input type="checkbox"/> listen well and follow instructions <input type="checkbox"/> solve problems when needed <input type="checkbox"/> communicate with others and share information <input type="checkbox"/> learn from mistakes <input type="checkbox"/> work safely <input type="checkbox"/> respect other people 	<p>From the list of skills, indicate which ones you would like help with or further training in.</p> <p>Where can you go to get information about training?</p>
<p>16. Job Search Skills</p>	<p>Do I know how to fill out a job application? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do I have a resume? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Do I have references? <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	<p>If no, who can help me?</p> <p>If no, who can be my references?</p> <p>If no, who can help me?</p>

Understanding the World of Work	Questions	Plans
<p>Job Search Skills (continued)</p>	<p>Do I know where to look for jobs? ___Yes ___No</p> <p>Do I know how to apply for jobs? ___Yes ___No</p>	<p>If no, who can help me?</p>

Look at the 'Plan' column. What are the next steps you can take to plan your employment?