

# Navigate Your Career Curriculum Basic Job Readiness Checklist

Name: \_\_\_\_\_

Before working with a survivor to get a job, it is important to assess his or her readiness to enter the workforce. The questions below will help determine the number of barriers and challenges a survivor will face in securing a job. Many of these barriers **must** be addressed before a survivor can be job ready. Others may require minor adjustments in a survivor's job search strategy. Information on how to address each of the potential barriers and challenges are included in the assessment below.

## Instructions

*Use this tool to determine if a survivor is job ready or if additional support is needed before starting his or her job search. Once complete, tally the score and outline the action steps that the survivor will need to take in order to successfully enter the workforce.*

### Basic Job Qualifications:

1. Is the client a US citizen or are they authorized to work in the US?

- |                              |  |     |
|------------------------------|--|-----|
| <input type="checkbox"/> Yes | Great. Work authorization is necessary for employment.   | [A] |
| <input type="checkbox"/> No  | <b>STOP!</b> Visit US Citizenship and Immigration Services at <a href="http://www.uscis.gov/i-765">www.uscis.gov/i-765</a> for more information on how to get a work visa or connect with your local Legal Aid organization. | [F] |

2. Does the client have a state issued ID?

- |                              |  |     |
|------------------------------|--|-----|
| <input type="checkbox"/> Yes | Great. Having identification is necessary for employment.  | [A] |
| <input type="checkbox"/> No  | <b>STOP!</b> Go to <a href="http://www.dmv.org/id-cards.php">www.dmv.org/id-cards.php</a> to learn how to get a state issued ID. | [F] |

3. Is the client proficient in English?

- |                              |   |     |
|------------------------------|---|-----|
| <input type="checkbox"/> Yes | Great. Most jobs require basic proficiency in English.                              | [A] |
| <input type="checkbox"/> No  | <b>STOP!</b> Have them enroll in a local English as a Second Language (ESL) course. | [F] |

4. Does the client have a high school diploma or GED?

- |                              |  |     |
|------------------------------|--|-----|
| <input type="checkbox"/> Yes | Great. Many jobs may still require an advanced degree, licensure or certification; however, having a high school diploma or GED generally meets the minimal qualifications for entry level jobs. | [B] |
| <input type="checkbox"/> No  | <b>STOP!</b> Have them enroll in a local GED prep course offered by community based organizations.   | [D] |

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5. Does the client have the basic credentials (such as degrees, licenses, certifications, etc) for the job he or she is pursuing?

Yes Continue to the next question. [A]

No While they may not be eligible for certain positions without those credentials, they may still be able to get other occupations. If the client is interested in getting more education or training, be sure to complete *Unit 1, Module 3: Preparing for Your Career* to help define next steps. [B]

6. Is the client able to effectively communicate in verbal and written form?

Yes Continue to the next question. [A]

No **STOP!** Have them enroll in local Adult Basic Education classes to improve their ability to communicate in the workplace. [C]

7. Is the client proficient in basic office computer programs such as Microsoft Word, Excel and PowerPoint?

Yes Continue to the next question. [A]

No **STOP!** Have them enroll in a basic computer course. Check your local library. [C]

## Health and Physical Readiness:

1. Is trauma preventing the client from engaging in daily activities?

Yes **STOP!** Ensure that they have appropriate counseling and support services. [D]

No Continue to provide necessary support and watch for signs of Post-Traumatic Stress Disorder or other health issues that may prevent the client from successfully securing and keeping a job. [A]

2. Does the client have a significant disability that prevents him or her from working?

Yes While disability does not automatically bar an individual from employment, there are some occupations in which he or she will be unable to work. Those with severe disabilities may be eligible for Social Security Disability Insurance. If they do not currently receive Social Security Disability Insurance, help them apply at [www.socialsecurity.gov/disabilityssi/apply.html](http://www.socialsecurity.gov/disabilityssi/apply.html). Also, connect with your local/state department of disability for further support and resources. [C]

No Continue to the next question. [A]

3. Is the client currently receiving or have they applied for Social Security Disability Insurance?

Yes **STOP!** Visit [www.ssa.gov/pubs/EN-05-10095.pdf](http://www.ssa.gov/pubs/EN-05-10095.pdf) for more information on working while receiving social security benefits. [C]

No Continue to the next question. [A]

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4. Does the client have a disability for which reasonable workplace accommodations can be made?

- |                              |  |     |
|------------------------------|--|-----|
| <input type="checkbox"/> Yes | Be sure to inform the client about their workplace rights and accommodations employers are required to make. Contact the National Disability Rights Network at <a href="http://www.ndrn.org">www.ndrn.org</a> for support. | [B] |
| <input type="checkbox"/> No  | Continue to the next question.   | [A] |

5. Are they able to pass a drug test?

- |                              |  |     |
|------------------------------|--|-----|
| <input type="checkbox"/> Yes | Continue to the next question.                                     | [A] |
| <input type="checkbox"/> No  | <b>STOP!</b> Encourage them to enroll in a drug treatment program. | [D] |

## Working Logistics:

1. Do they have access to reliable transportation to get to and from work?

- |                              |   |     |
|------------------------------|---|-----|
| <input type="checkbox"/> Yes | Continue to the next question.  | [A] |
| <input type="checkbox"/> No  | Help the client strategize options to get to and from work. Explore available resources for better transportation options – ex. discounted public transit fares, car pools, or low-income car ownership programs. Be sure to develop contingency plans if their first option falls through. | [C] |

2. Do they have access to childcare?

- |                              |  |     |
|------------------------------|--|-----|
| <input type="checkbox"/> Yes | Continue to the next question.   | [A] |
| <input type="checkbox"/> No  | Help the client strategize options. Explore available resources for affordable and reliable childcare – ex. childcare vouchers, early education programs, or family. Be sure to develop contingency plans if their first option falls through. | [C] |

3. Do they have basic work attire?

- |                              |   |     |
|------------------------------|---|-----|
| <input type="checkbox"/> Yes | Continue to the next question.  | [A] |
| <input type="checkbox"/> No  | Many community and faith-based organizations – such as Dress for Success, Goodwill Inc., and local churches – can provide basic work clothes for job seekers at little or no cost to job seekers. | [C] |

## Other:

1. Will working compromise their safety?

- |                              |   |     |
|------------------------------|---|-----|
| <input type="checkbox"/> Yes | <b>STOP!</b> If employment will jeopardize the survivor's ability to be safe, it is not recommended that he or she seek employment until they are certain that he or she will be safe from their abuser/stalker. Consider seeking an Order of Protection that includes a stay away order for their place of employment. | [D] |
| <input type="checkbox"/> No  | Continue to the next question.  | [A] |

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2. Do they have a criminal record?

<input type="checkbox"/> Yes	While having a criminal does not prevent an individual from working, it can be a significant barrier to employment and can prohibit work in certain fields depending on one's state of residence. For more information on how to help individuals with criminal records get employed, see <i>Unit 3, Module 1: Navigating the Job Market with a Criminal Record</i>	[D]
<input type="checkbox"/> No	Continue.	[A]

### Scoring:

Count number of boxes checked for each letter.

\_\_\_ A  
\_\_\_ B

\_\_\_ C  
\_\_\_ D

\_\_\_ F\*

*\*Even having 1 F counts as not being job ready.*

### Scores:

Mostly Ds and Fs: **Not Job Ready:** Individual faces significant barriers to work that need to be addressed.

Mostly Bs and Cs: **Has Some Barriers:** Individual has some barriers that will make getting a job more complicated but they are otherwise ready for work.

Mostly As: **Job Ready:** Individual has the minimal job readiness requirements and is ready to look for employment.

### NEXT STEPS: