Work Readiness Competency Guide
XI. Worksheets - Organizational Evaluation

Name of Organization: **Date:**

Our organization assists individuals with the following work readiness competency areas:

I. Employment Search Competencies	**Circle YES or NO**		**If NO, We Make Referrals to:**
A. Communication Skills	YES	NO	
B. Career Interest & Skills	YES	NO	
C. Job Applications	YES	NO	
D. Resumes	YES	NO	
E. Job Search Letters	YES	NO	
F. Networking	YES	NO	
G. Etiquette / Appearance	YES	NO	
H. Interviewing	YES	NO	
I. Negotiating / Accepting Employment	YES	NO	
J. Online Job Search	YES	NO	
II. Basic Academic & Computer Skills	**Circle YES or NO**		**If NO, We Make Referrals to:**
A. Applied Mathematics	YES	NO	
B. Locating Information	YES	NO	
C. Reading for Information	YES	NO	
D. Writing	YES	NO	
E. English Language	YES	NO	
F. Computer Literacy	YES	NO	
III. Employment Barriers	**Circle YES or NO**		**If NO, We Make Referrals to:**
A. Criminal Background	YES	NO	
B. Health – Physical, Mental, Personal Hygiene	YES	NO	
C. Housing, Bills, Food, Clothing	YES	NO	
D. Domestic Abuse	YES	NO	
E. Substance Abuse	YES	NO	
F. Transportation	YES	NO	
G. Childcare	YES	NO	
H. Child Support	YES	NO	
I. Age-related Issues	YES	NO	
J. Long-term Unemployment	YES	NO	
K. Licensing Exam (schedule, cost, etc.)	YES	NO	
IV. Self Management / Life Management	**Circle YES or NO**		**If NO, We Make Referrals to:**
A. Financial Management	YES	NO	
B. Conflict Management / Stress Mgt	YES	NO	
C. Time Management	YES	NO	
D. Family / Parenting	YES	NO	
E. Self-Esteem	YES	NO	
V. Personal Effectiveness	**Circle YES or NO**		**If NO, We Make Referrals to:**
A. Dependability & Reliability	YES	NO	
B. Initiative	YES	NO	
C. Integrity	YES	NO	
D. Professionalism	YES	NO	
E. Interpersonal Skills	YES	NO	
F. Adaptability & Flexibility	YES	NO	
G. Planning & Organization	YES	NO	
H. Critical Thinking & Problem Solving	YES	NO	
I. Willingness to Learn, Lifelong Learning	YES	NO	

Work Readiness Competency Guide
XI. Worksheets - Participant Self Assessment

Name **Date:**

Many of the competencies listed below are important to employers. Use this worksheet to identify areas of your job search and/or life that you would like to develop. If you work with an advisor, consider sharing your worksheet with him/her.

I. Employment Search Competencies	**Circle Great, OK or Needs Work**			**Strengths, Opportunities and Action Steps**
A. Communication Skills	GREAT	OK	NEEDS WK.	Notes:
B. Career Interest & Skills	GREAT	OK	NEEDS WK.	
C. Job Applications	GREAT	OK	NEEDS WK.	
D. Resumes	GREAT	OK	NEEDS WK.	
E. Job Search Letters	GREAT	OK	NEEDS WK.	
F. Networking	GREAT	OK	NEEDS WK.	
G. Etiquette / Appearance	GREAT	OK	NEEDS WK.	
H. Interviewing	GREAT	OK	NEEDS WK.	
I. Negotiating / Accepting Employment	GREAT	OK	NEEDS WK.	
J. Online Job Search	GREAT	OK	NEEDS WK.	
II. Basic Academic & Computer Skills	**Circle Great, OK or Needs Work**			**Strengths, Opportunities and Action Steps**
A. Mathematics	GREAT	OK	NEEDS WK.	Notes:
C. Reading	GREAT	OK	NEEDS WK.	
D. Writing	GREAT	OK	NEEDS WK.	
E. English Language Skills	GREAT	OK	NEEDS WK.	
F. Computer Literacy	GREAT	OK	NEEDS WK.	
III. Personal Effectiveness	**Circle Great, OK or Needs Work**			**Strengths, Opportunities and Action Steps**
A. Dependability & Reliability	GREAT	OK	NEEDS WK.	Notes:
B. Initiative	GREAT	OK	NEEDS WK.	
C. Integrity	GREAT	OK	NEEDS WK.	
D. Professionalism	GREAT	OK	NEEDS WK.	
E. Interpersonal Skills	GREAT	OK	NEEDS WK.	
F. Adaptability & Flexibility	GREAT	OK	NEEDS WK.	
G. Planning & Organization	GREAT	OK	NEEDS WK.	
H. Critical Thinking & Problem Solving	GREAT	OK	NEEDS WK.	
I. Willingness to Learn, Lifelong Learning	GREAT	OK	NEEDS WK.	
IV. Self Management / Life Management	**Circle Great, OK or Needs Work**			**Strengths, Opportunities and Action Steps**
A. Financial Management	GREAT	OK	NEEDS WK.	Notes:
B. Conflict Management / Stress Mgt	GREAT	OK	NEEDS WK.	
C. Time Management	GREAT	OK	NEEDS WK.	
D. Family / Parenting	GREAT	OK	NEEDS WK.	
E. Self-Esteem	GREAT	OK	NEEDS WK.	
F. Spiritual Life	GREAT	OK	NEEDS WK.	
V. Employment Barriers	**Circle Great, OK or Need to Discuss**			**Strengths, Opportunities and Action Steps**
A. Criminal Background	GREAT	OK	DISCUSS	Notes:
B. Health-Physical, Mental, Pers Hygiene	GREAT	OK	DISCUSS	
C. Housing, Bills, Food, Clothing	GREAT	OK	DISCUSS	
D. Domestic Abuse	GREAT	OK	DISCUSS	
E. Substance Abuse	GREAT	OK	DISCUSS	
F. Transportation	GREAT	OK	DISCUSS	
G. Childcare	GREAT	OK	DISCUSS	
H. Child Support	GREAT	OK	DISCUSS	
I. Age-related Issues	GREAT	OK	DISCUSS	
J. Long-term Unemployment	GREAT	OK	DISCUSS	
K. Licensing Exam (Schedule, cost, etc.)	GREAT	OK	DISCUSS	

Name of Participant: **Today's Date:**

I. Employment Search Competencies

A. Strengths

B. Opportunities

C. Action Steps Target Date

II. Basic Academic & Computer Skills

A. Strengths

B. Opportunities

C. Action Steps Target Date

III. Employment Barriers

A. Strengths

B. Opportunities

C. Action Steps Target Date

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IV. Self Management / Life Management

A. Strengths

B. Opportunities

C. Action Steps Target Date

V. Personal Effectiveness

A. Strengths

B. Opportunities

C. Action Steps Target Date

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Name of Participant **Today's Date:**

I. Employment Search Competencies

A. Communication Skills
Comment:

B. Career Interest & Skills
Comment:

C. Job Applications
Comment:

D. Resumes
Comment:

E. Job Search Letters
Comment:

F. Networking
Comment:

G. Etiquette / Appearance
Comment:

H. Interviewing
Comment:

I. Negotiating / Accepting Employment
Comment:

J. Online Job Search
Comment:

II. Basic Academic & Computer Skills

A. Applied Mathematics
Comment:

B. Locating Information
Comment:

C. Reading for Information
Comment:

D. Writing
Comment:

E. English Language
Comment:

F. Computer Literacy
Comment:

III. Employment Barriers

A. Criminal Background
Comment:

B. Health-Physical, Mental, Pers. Hygiene
Comment:

C. Housing, Bills, Food, Clothing
Comment:

D. Domestic Abuse
Comment:

E. Substance Abuse
Comment:

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III. Employment Barriers, Continued

F. Transportation
Comment:

G. Childcare
Comment:

H. Child Support
Comment:

I. Age-related Issues
Comment:

J. Long-term Unemployment
Comment:

K. Licensing Exam (schedule, cost, etc.)
Comment:

IV. Self Management / Life Management

A. Financial Management
Comment:

B. Conflict Management / Stress Mgt
Comment:

C. Time Management
Comment:

D. Family / Parenting
Comment:

E. Self-Esteem
Comment:

V. Personal Effectiveness

A. Dependability & Reliability
Comment:

B. Initiative
Comment:

C. Integrity
Comment:

D. Professionalism
Comment:

E. Interpersonal Skills
Comment:

F. Adaptability & Flexibility
Comment:

G. Planning & Organization
Comment:

H. Critical Thinking & Problem Solving
Comment:

I. Willingness to Learn, Lifelong Learning
Comment:

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