

# Job Readiness Checklist



Name:

Yes	No		Can this identified area be supported through training, with an accommodation, job coaching or natural supports?			Action / Activities
			Yes	No	Unsure	
<b>Expresses Interest and desire to work</b>			Yes	No	Unsure	
<input type="checkbox"/>	<input type="checkbox"/>	Identifies area of job related interest	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Able to express and describe why their job choice is a good fit for them	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Identifies a specific business or businesses where they would like to work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Desires more independence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Demonstrates basic, core business expectations						
<input type="checkbox"/>	<input type="checkbox"/>	Arrives to program and appointments on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Understands how to tell time and the passage of time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Able to follow <a href="#">instructions</a>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Completes assigned tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Understands basic employer expectations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Able to dress in appropriate work attire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Respectful to others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Asks for help when needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Understands the work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Demonstrates job search skills</b>						
<input type="checkbox"/>	<input type="checkbox"/>	Has a resume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Able to complete a written application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Able to complete an online application	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Able to complete an online employer test	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Able to answer interviewer questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Able to ask interviewer questions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Individual is able to get to and from work</b>						
<input type="checkbox"/>	<input type="checkbox"/>	Able to use public transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Family, friends or residence will transport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Individual manages stress, emotions and conflict						
<input type="checkbox"/>	<input type="checkbox"/>	Able to cope and manage emotions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Asks questions when confused	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Seeks supervision when upset at work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Understands Learning Style						
<input type="checkbox"/>	<input type="checkbox"/>	Understands how they <a href="#">prefer to learn</a> best	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Able to assist trainer in training plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Comments: