

# OASAS-VRES WORK-READINESS CHECKLIST

This checklist will help to identify where the client is in readiness for his/her work search. Answer each question “Yes”, “No,” or “NA” then total the “Yes” answers for each section to determine the client’s level of readiness. After completing the entire checklist, make an appointment with the client to discuss the areas to which he/she has “No” answers and develop a corrective plan to address and resolve those areas.

**In order to be considered work ready, the client must have answered “Yes” to all of section 1, have at least 6 “Yes” answers in section 2, at least 11 “Yes” answers in section 3, and at least 5 “Yes” answers in section 4. If the client is determined to be work ready, or not work ready, the determination must be made in writing, attached to this checklist and placed in the client’s case file. Each time you complete the work-readiness checklist it must be added to the client’s permanent case file along with a corrective action plan, if appropriate.**

1. Pre-Work Preparation and Readiness: What the client needs in place before starting work.

- \_\_\_\_\_ Will the client have reliable transportation in place to get to work?
- \_\_\_\_\_ Will the client have reliable childcare in place, if appropriate?
- \_\_\_\_\_ Will the client have work appropriate clothing before starting work?
- \_\_\_\_\_ Will the client have ongoing treatment/medical requirements worked out around his/her work schedule?
- \_\_\_\_\_ Does the client exhibit appropriate hygiene for the work place?
- \_\_\_\_\_ Has the client had three positive and consecutive performance evaluations in a work function for residential programs, if applicable?
- \_\_\_\_\_ Is the client free of any pending legal issues that would interfere/prevent his or her availability for work?
- \_\_\_\_\_ Does the client have stable housing?
- \_\_\_\_\_ **Total number of “Yes” responses.**

A score of even one “No” answer for any of these items indicates an immediate need to resolve the client’s pre-work preparation and readiness activities before proceeding with his/her work search. Make an appointment with the client as soon as possible to discuss the areas to which he/she has “No” answers and develop a plan to address and resolve those areas.

2. Self-Awareness: What you know about the client and his/her work preferences.

- \_\_\_\_\_ Can the client clearly state his/her career goals?
- \_\_\_\_\_ Can the client name the work activities he/she does best and enjoys most?
- \_\_\_\_\_ Can the client identify whether he/she works best with people, data, or things?
- \_\_\_\_\_ Can the client list at least five skills and abilities he/she has which apply to work?
- \_\_\_\_\_ Can the client explain why he/she selected this type of work?
- \_\_\_\_\_ Has the client clearly defined his/her work setting preferences?
- \_\_\_\_\_ Has the client decided whether he/she would consider a position that will require travel?
- \_\_\_\_\_ Can the client describe his/her feelings about supervision and responsibility?
- \_\_\_\_\_ Can the client summarize his/her personal work experience in terms of work, education, and work activities?
- \_\_\_\_\_ **Total number of “Yes” responses.**

A score of less than six “Yes” answers indicates the need to examine the client’s work preferences more closely before proceeding with his/her work search.

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## 3. Work Readiness: What does the client know about resumes and interviewing?

- Does the client have an acceptable resume, if applicable?
- Does the client have at least three personal, professional/academic references?
- Can the client complete an application or has a card with pertinent information on it to help with completing the application?
- Does the client have a basic outline for completing a cover letter for application(s)?
- Can the client describe his/her greatest work related strengths and weaknesses?
- Does the client know at least 5 questions employers are likely to ask in an interview?
- Has the client prepared answers to these questions based upon his/her skills, experience and knowledge?
- Does the client have general questions prepared to ask a potential employer?
- Does the client know how to research for employer/work information to prepare for an interview?
- Is the client able to accept supervision and get along with supervisors?
- Is the client able to get along with others on the job?
- Is the client dependable and able to work the number of hours/days required for the job?
- Will the client show up for work everyday?
- Will the client show up for work on time?
- Will the client come back from breaks on time?
- Total Number of "Yes" responses.**

A score of less than 11 "Yes" answers indicates the need to develop the client's employability and work readiness before proceeding with the work search. Suggest that the client attend a Resume Writing, and Interview Skills workshop, and review his/her resume, employment correspondence, and interviewing skills if appropriate. Discuss any social interaction and attendance concerns regarding employment and work-readiness you might have with the client and his/her treatment counselor.

## 4. Work Campaign: What the client knows about conducting a successful work search.

- Has the client identified the career fields/occupations for his/her work search?
- Has the client defined his/her geographic preferences and limitations for work?
- Can the client identify three resources that list vacancies in his/her work choice?
- Can the client name four sources of information that could help him/her identify potential employers?
- Can the client identify employers who are interviewing people with his/her academic and/or work related skills?
- Has the client talked to people associated with his/her job or career field?
- Has the client compiled a list of employers that interest him/her?
- Total Number of "Yes" responses.**

A score of less than five "Yes" answers indicates the need to address more effective work search strategies. Suggest the client attend a Work Search, Job Strategies, or Job Club workshop.

Vocational Specialist Signature \_\_\_\_\_ Date \_\_\_\_\_

Client Signature: \_\_\_\_\_ Date \_\_\_\_\_