

HOUSE OF CARE

Employment Readiness & Placement Assessment

Preparing Participants for Successful Employment

This assessment helps House of Care identify your employment interests, current skills, work experience, strengths, and areas where you may need additional training or support. There are no right or wrong answers. Please answer honestly so we can develop an employment plan that fits your goals.

Participant Name: _____

Date: ____

Part 1: Employment Status

1. Are you currently employed?

- ☐ Yes, full-time
- ☐ Yes, part-time
- ☐ Temporary/Seasonal
- ☐ No, but I am looking for work
- ☐ No, and I need help getting started

2. Have you worked before?

- ☐ Yes
- ☐ No

If yes, what was your most recent job?

Job Title: _____

Employer: _____

Main Duties: _____

3. How long has it been since you last worked?

- ☐ Currently working
- ☐ Less than 6 months

- ☐ 6–12 months
 - ☐ 1–2 years
 - ☐ More than 2 years
 - ☐ I have never worked
-

Part 2: Education & Training

4. What is the highest level of education you have completed?

- ☐ Some High School
- ☐ High School Diploma
- ☐ GED
- ☐ Trade/Vocational Training
- ☐ Some College
- ☐ Associate Degree
- ☐ Bachelor's Degree or Higher
- ☐ Other: _____

5. Do you have any licenses, certifications, or special training?

- ☐ Yes
- ☐ No

If yes, list them:

Part 3: Employment Skills

Rate yourself in each area:

1 = Need Training | 2 = Need Some Help | 3 = Comfortable | 4 = Very Confident

Communication with others: _____

Following directions: _____

Arriving to work on time: _____

Working as part of a team: _____

Working independently: _____

Customer service: _____

Using a computer: ____

Email and internet use: ____

Completing online applications: ____

Problem-solving: ____

Managing time: ____

Handling workplace disagreements: ____

Part 4: Job Search Knowledge

6. Do you currently have a résumé?

- ☐ Yes
- ☐ No
- ☐ I need help updating it

7. Do you have a professional email address?

- ☐ Yes
- ☐ No

8. Have you completed an online job application before?

- ☐ Yes
- ☐ No

9. Have you participated in a job interview before?

- ☐ Yes
- ☐ No

10. How comfortable are you with interviewing?

- ☐ Very Comfortable
- ☐ Somewhat Comfortable
- ☐ Nervous but willing to try
- ☐ I need interview training

11. Do you know where to search for job openings?

- ☐ Yes
 - ☐ Somewhat
 - ☐ No
-

Part 5: Workplace Situations

12. Your shift begins at 9:00 a.m. What time should you plan to arrive?

- ☐ 9:15 a.m.
- ☐ 9:00 a.m.
- ☐ 8:45 a.m.
- ☐ Whenever transportation arrives

13. You realize you are going to be late for work. What should you do first?

- ☐ Say nothing
- ☐ Contact your supervisor as soon as possible
- ☐ Ask a coworker to clock in for you
- ☐ Arrive when you can and explain later

14. Your supervisor gives you instructions you do not understand. What should you do?

- ☐ Ignore the assignment
- ☐ Guess what they want
- ☐ Ask your supervisor for clarification
- ☐ Leave the workplace

15. You disagree with a coworker. What is the best response?

- ☐ Argue until they agree
- ☐ Remain respectful and try to resolve the disagreement appropriately
- ☐ Stop speaking to the coworker
- ☐ Post about the disagreement online

16. You finish your assigned work early. What should you do?

- ☐ Leave work
 - ☐ Sit down until your shift ends
 - ☐ Ask your supervisor if there is another task you can complete
 - ☐ Use your phone until someone gives you more work
-

Part 6: Employment Interests

17. What types of jobs interest you? Check all that apply.

- ☐ Healthcare
- ☐ Office/Administrative
- ☐ Customer Service
- ☐ Retail
- ☐ Food Service
- ☐ Hospitality
- ☐ Warehouse
- ☐ Manufacturing
- ☐ Construction/Skilled Trades
- ☐ Childcare
- ☐ Senior Care
- ☐ Transportation
- ☐ Cleaning/Maintenance
- ☐ Technology
- ☐ Other: _____

18. What work schedule would you prefer?

- ☐ Full-time
 - ☐ Part-time
 - ☐ Day Shift
 - ☐ Afternoon Shift
 - ☐ Evening Shift
 - ☐ Overnight Shift
 - ☐ Weekends
 - ☐ Flexible
-

Part 7: Employment Barriers

What could make it difficult for you to obtain or maintain employment? Check all that apply.

- ☐ Transportation
- ☐ Limited Work Experience
- ☐ No Résumé
- ☐ Interviewing Skills
- ☐ Education/Training
- ☐ Computer Skills
- ☐ Work Clothing
- ☐ Childcare/Family Responsibilities
- ☐ Identification/Documents
- ☐ Finding Available Jobs

- ☐ Scheduling
 - ☐ No Current Barriers
 - ☐ Other: _____
-

Part 8: Your Employment Goals

What type of job would you like to obtain?

What hourly wage or salary are you hoping to earn?

What is your biggest strength as an employee?

What employment skill would you most like to improve?

Where would you like to be in your career one year from now?

HOUSE OF CARE STAFF USE ONLY

Employment Readiness Assessment

Employment Readiness Level:

- ☐ Level 1 – Needs Employment Preparation
- ☐ Level 2 – Developing Job-Readiness Skills
- ☐ Level 3 – Ready for Supported Job Search
- ☐ Level 4 – Ready for Employment Placement

Recommended Services

- ☐ Résumé Development
- ☐ Job Application Assistance
- ☐ Interview Preparation
- ☐ Mock Interview
- ☐ Workplace Communication Training
- ☐ Computer Training
- ☐ Time Management Training

- ☐ Career Exploration
- ☐ Transportation Planning
- ☐ Professional Clothing Assistance
- ☐ Job Search Assistance
- ☐ Employer Referral/Placement
- ☐ Vocational/Certification Training Referral

Employment Placement Goal

Target Job/Industry: _____

Target Wage: _____

Target Start Date: _____

Employment Specialist/Staff: _____

Follow-Up Date: _____

Staff Notes
