

CHECK OFF SUMMARY LIST

The Employability Assessment has been created to provide you with an easy tool to use in interviewing clients to determine their employment readiness. This assessment tool incorporates the use of levels 1 through 3. The first 10 questions can be completed from the information on the participant's file. The next 10 questions will require you to meet with your participant in person.

		Level 1	Level 2	Level 3
1.	Age			
2.	Education Level			
3.	Literacy			
4.	Legal/Criminal issues			
5.	EIA History			
6.	Physical/Mental health			
7.	Substance Misuse			

TOTAL (1 to 7):

If the results for questions 1 to 7 are mostly Level 3 **stop** and rate the client as a Level 3.

		Level 1	Level 2	Level 3
8.	Skills Level			
9.	Work/Volunteer History			
10.	Job/Labour Market			
11.	Job Search Skills			
12.	Other Agency Involvement			
13.	Finance			

Key Elements Determining Employability:

		Level 1	Level 2	Level 3
14.	Motivation			
15.	Attitudes/Values			
16.	Presentation/Appearance			
17.	Family Status			
18.	Communication Skills			
19.	Telephone			
20.	Transportation			
TOTAL (1 to 20):				

If there are an equal number of checks in each of the three columns, determine the level by adding 14 to 20 only.