

EMPLOYMENT AND INCOME ASSISTANCE EMPLOYABILITY ASSESSMENT

Date: _____

Participant's Name: _____

Case Number: _____

Case Co-ordinator/Counsellor: _____

Case Co-ordinator/Counsellor Completing Form: _____

FACTORS:	LEVEL 1	✓	LEVEL 2	✓	LEVEL 3	✓
1. AGE	25 – 40 years		21 – 24 years		18 and under	
			41 – 44 years		19 – 20 years	
					45 – 64 years 65 years & over	
2. HIGHEST EDUCATION ATTAINED	Completed Post Secondary		Some Trades Training and/or Post Secondary		Grade 1 – 6	
	Journeyman Trade Certificate		Grade 10 – 11		Grade 7 – 9	
	Grade 12		Educated in Another Country		Special Education	
					Diagnosed Learning Disability	
3. LITERACY/ LANGUAGE	Fluent in English		Some Errors in Spelling/Grammar/Math		Unable to Speak English Fluently	
	Knowledge of Other Languages		Difficult to Understand		Illiterate – Cannot Read or Write	
			Stated Issue Regarding Comprehension		Needs Help Completing Forms	
4. LEGAL ISSUES OR CRIMINAL RECORD	No Known Record		Criminal Record – Can Be Pardoned		Recent Criminal Record or Incarceration	
					On Parole and or Probation	
					Charges Pending	
					Current Court Case(s)	

FACTORS:	LEVEL 1	✓	LEVEL 2	✓	LEVEL 3	✓
5. EIA HISTORY: (Dependence or Stability Patterns)	First Time		6 Months to 2 Years		More Than Twice	
	Supplement Only				Greater Than 2 Years	
	0 – 6 Months					
6. HEALTH - PHYSICAL OR MENTAL	Good Health – Physical and/ or Mental		Minor and/or Short Term Health Issues		Severe Disability That Impacts Employability – Verified by a Doctor	
			Controlled Medical Condition			
			Some Limitations or Accommodations Required			
7. SUBSTANCE ISSUES (Has participant ever received treatment for drug or alcohol abuse?)	No stated misuse or treatment		No Misuse in Over 2 Years		Active Drug and/or Alcohol Use and/or Misuse	
			Actively Involved in Lifestyle Changes		Substance Abuse Affecting:	
					- Employment	
					- Family	
					- Health	
				- Law		
			Using Resources e.g. Alcoholism Foundation of Manitoba, Alcoholics Anonymous; Narcotics Anonymous; Community			

FACTORS:	LEVEL 1	✓	LEVEL 2	✓	LEVEL 3	✓
8. SKILL LEVEL (Combination of formal or on the job training.)	Skilled Practical Experience		Paper Qualifications but No Experience in Field		Not Measurable/No Work History Out of the Home	
	Paper Qualifications Plus Experience in the Field		Short on Job Training			
	Salary Expectations: _____ Matches Skill/Experience: Yes <input type="checkbox"/> No <input type="checkbox"/> Matches Current Job Market: Yes <input type="checkbox"/> No <input type="checkbox"/>		Skills Not Recently Used			
9. WORK AND/OR VOLUNTEER HISTORY	Continuous		Various Short Terms Within Last 2 Years		Totals Less Than 1 Year in the Work Force	
	Within Last Year				Numerous Job Losses	
	More Than 1 Year at the Same Job				Mostly Casual Labour	
	Last Job – Full Time				Out of Work For Over 2 Years	
					History of Layoffs/ Firing	
					No Work History	
	Reason for Leaving Last Job _____ _____					

FACTORS:	LEVEL 1	✓	LEVEL 2	✓	LEVEL 3	✓
10. LABOUR MARKET FACTORS (Do participants skills & experience coincide with local labour market demand?)	Stable/Permanent Opportunities Available		Limited/Decreasing Opportunities		Needs Training to be Hired or Marketable	
	Skills in Demand		Retraining Required		Extremely Limited or No Opportunities	
	Conducted Career/Labour Market Study		Limited to Seasonal		Skills Not in Demand	
			Limited to Part Time		Training Not Available	
11. JOB SEARCH SKILLS (Skills, resume, references, knowledge.)	Has Interview Skills		Needs Some Support		Cannot Complete Forms	
	Able to Self Market		Resume Needs Work		No Resume	
	Current Resume Good		Poor References/ Not Current		No Access to Work References	
	Access to Good References		Limited Job Search Skills		No Job Search Skills	
	Aware of Job Market		No Understanding of Job Market Conditions			
	Well Developed Skills					
12. OTHER AGENCY INVOLVEMENT	Aware of Employment Services		Has Not Used Employment Services in the Past such as Temporary Agency/Job Program, etc.)		Highly Dependent Upon Supports	
	Working with Employment Services				Unaware of Needed Resources	
	Knows How to Use Employment Insurance Job Bank/Kiosk				Involved with Justice System; CFS; Long Term EIA Involvement	

FACTORS:	LEVEL 1	✓	LEVEL 2	✓	LEVEL 3	✓
13. FINANCE	Financial Situation in Control		Requires Financial Counselling/Budgeting Assistance		History of Budgeting Problems (DBCA/PDL as a Result)	
	Good Money Management Skills		Some Financial Issues in the Past - EIA Budget Includes Direct Payments		High Debt Load	
	Pays Own Bills				Student Loan in Default	
					Garnishee Order	
14. MOTIVATION (What are the personal barriers regarding securing employment?)	Good Level of Self Esteem		Impacted by Poor Self Esteem		Negative Attitude	
	Motivated to Seek Employment and Be Self Sufficient		Requires Support Services		Hostile or Withdrawn	
	Positive Attitude About Work or Training		No Clear Focus Regarding Career Goals or Longer Term Goals for Employment or Training		Motivational Issues	
	Clear Career Goals				Aggressive	
15. WORK ATTITUDE AND/OR VALUES	Demonstrated Work Ethic		Values May Not Coincide with Work		Inappropriate Work Expectations	
	Responsible/Flexible/Adaptable		Requires Support		Inflexible/Unrealistic Expectations	
	Values Independence		Inconsistent Work Habits		Poor Work Habits	
			Open to Guidance		Accepts Dependence	
16. PRESENTATION/ APPEARANCE (Would you hire this person?)	Appropriate Dress or Presentation		Some Changes Required as follows _____ _____ _____		Poor Grooming and/or Hygiene	
	Positive Impact				Negative Impact from Presentation or Attitude	
	Well Groomed					

FACTORS:	LEVEL 1	✓	LEVEL 2	✓	LEVEL 3	✓
17. FAMILY STATUS	Child Care Arranged		On Wait List for Child Care		Not Available	
	Has Reliable Back Up		No Back Up Support		Unreliable	
	No Child Care Required		Not Always Reliable		Difficult to Access	
	Child Care Close to Home/Accessible		Needs to Apply for Child Care Subsidy		Various Child Care Providers Required	
18. COMMUNICATION SKILLS (Hiring practices rely on ability to communicate.)	Effective Verbal Skills		Difficulty Comprehending conversations or instructions – verbal or Written		Poor Verbal Skills	
	Effective Written Skills		ESL Level		Low Level of Comprehension	
	Relates Appropriately to Others					
19. TELEPHONE (Participant's accessibility to potential employers, etc.)	Residential Phone		Reliable Message <input type="checkbox"/> Number _____ Message Number		No Phone	
	Answering Machine				No Reliable Message Number	
	Phone Number					

FACTORS:	LEVEL 1	✓	LEVEL 2	✓	LEVEL 3	✓
20. TRANSPORTATION/ MOBILITY (Access to employment and/or training.)	Has a Vehicle or Access to a Vehicle on a Regular Basis		Public Transportation Available but not Always Practical/Convenient		No Access to Public Transportation	
	Has a Valid Driver's License		Does not Consistently Buy Bus Tickets		Not Comfortable Using Public Transportation	
	Regularly Buys Bus Pass Or Tickets				Suspended License/Insurance	
					Fines Owing	
Stable/Affordable Housing:	Yes <input type="checkbox"/> No <input type="checkbox"/>					
Family Supports	Yes <input type="checkbox"/> No <input type="checkbox"/>					
Rent Within Guidelines	Yes <input type="checkbox"/> No <input type="checkbox"/>					
Needs to Apply for Subsidized Housing	Yes <input type="checkbox"/> No <input type="checkbox"/>					
Family Size	_____					
Spouse Working	_____					
Dependents with Special Needs	Yes <input type="checkbox"/> No <input type="checkbox"/>					
Number of Children Over 6	_____					
Employment Goals of Spouse If applicable	_____					

