



Participant Needs

Employment Readiness Assessment



Purpose

This employment readiness discussion guide is intended to facilitate dialogue between program staff and participants who are interested in new or different employment.

Instructions

These questions are not meant to serve as a script but rather to facilitate conversation. The questions can be omitted, changed, or adapted based on the preferences and norms of your program or the unique circumstances of participants. Let participants know that there are no right or wrong answers and that they can share as much or as little as they would like.

1. Can you tell me about your education or vocational training experience?

2. How familiar are you with what a resume is? Do you have a resume? If so, is it current?
Do you have access to a copy?

Who is this resource for?

This resource can help **program staff** guide discussions with participants related to their readiness for employment. This resource is likely more appropriate for programs providing longer-term services.



3. Do you have regular income, either from a job or another source?
4. *(If relevant)* If you are currently working but are looking for different work, why is your job not meeting your needs?
5. Are you facing any challenges or barriers that hinder your ability to work? If so, can you describe?
6. If offered an interview tomorrow, do you feel prepared to speak about your previous experiences and your skills?



7. Do you know what kind job you might like to do to increase your financial security and/or independence in the short-term? This doesn't need to be your long-term career. Optional prompt: What are your preferences in terms of types of work, preferred location(s), days of the week, and hours available to work?

8. What type of career do you picture for yourself in the long-term? What are your preferences in terms of types of work, preferred location(s), days of the week, and hours available to work?

Personal Supports

9. What is your current housing situation?

10. Is there anything about your housing situation that presents a challenge for you to work or participate in work activities?



- 11.** With the understanding that not all these options are available in all areas, thinking about your own situation, what transportation options are available to you to get to and from work?

Mode	Yes/No		Notes
	Yes	No	
Drive my own vehicle			
Ride with someone			
Use public transportation			
Bicycle			
Walk			
Ride shares (e.g. Uber/Lyft)			

- 12.** Do you have challenges accessing transportation to work activities?

- 13.** Do you have childcare needs that limit your ability to work or participate in work activities?



14. If offered a job tomorrow, do you have the clothing you would need for a job?



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