

PRINCE GEORGE'S ONE STOP CAREER CENTERS

Ready to Work Assessment Form

This form is to determine whether a customer is ready to be referred to an employer by the Talent Acquisition Specialist. Please email the completed form to msode@co.pg.md.us.

CUSTOMER INFORMATION				VETERAN
Full Name		Last 4 SS#		
Email		Telephone#		
Employment Industry		Referral Source		
Criteria Ranking (check the box)	Advanced Level (20 pts)	Mid- Level (15 pts)	Entry Level (10 pts)	Not Job Ready Needs Development (5pts)
Work Experience	10 or more years of work experience and/or obtained BA or higher in the industry of interest.	4 to 9 years of work experience and/or AA degree/certification in the industry of interest.	1 to 3 years of work experience in industry of interest and/or a HS diploma/GED.	Less than 1 year of work experience in the industry of interest and/or lacks a HS diploma/GED.
Observation (Optional)				
Good quality Résumé in MWE and MS Word	Overall appearance is neat, legible and professional with industry-related content, no spelling/grammatical errors and the use of appropriate verb tense.	Overall appearance is neat, some industry-related content and legible with 1-2 errors.	Overall appearance is satisfactory and legible with 3 or more errors. Minimal industry-related content.	Overall appearance is poorly formatted or illegible with multiple spelling and grammatical errors. Lacks industry-related content.
Observation (Optional)				
Interviewing Skills Ask two job specific Interview questions	Candidate displayed high level professionalism, confidence, maintained eye contact, listened attentively and responded to questions with an extensive knowledge of the industry.	Candidate displayed professionalism, maintained eye contact and responded to most questions with knowledge of the industry.	Candidate was able to respond to questions with some knowledge of the industry.	Candidate did not demonstrate professionalism, lacked confidence or presented poorly and could not respond to questions with knowledge of the industry.
Observation (Optional)				
Computer Skills	Advanced in using MS Office Suite (Word, Excel, PowerPoint, etc.) and uses social media to expand job search if applicable.	Proficient in using MS Word, Outlook and uses social media to expand job search if applicable.	Basic data entry with some experience using MS Office and uses social media to expand job search if applicable.	Lacks computer literacy. Requires training in basic computer functions and does not use social media to expand job search if applicable.
Observation (Optional)				

Ready to Work Assessment Form

This form is to determine whether a customer is ready to be referred to an employer by the Talent Acquisition Specialist. Please email the completed form to msode@co.pg.md.us.

Full Name				Last 4 SS#		
Criteria Ranking (check the box)	Advanced Level (20 pts)	Mid- Level (15 pts)	Entry Level (10 pts)	Not Job Ready Needs Development (5pts)		
Communication / Interpersonal	Greeted the interviewer/staff a handshake, enthusiasm and an introduction. Candidate was polite, respectful and did not interrupt while others were speaking and used appropriate language.	Greeted the interviewer/staff, maintained good eye contact, attentive and responded to most questions appropriately.	Attentive, and maintained eye contact, responded to questions satisfactorily.	Lacks effective communication skills, responded to questions inappropriately and/or with poor grammar.		
Observation (Optional)						
Educational Attainment	Advanced Degree requirement of industry and/or industry recognized certifications	Degree requirement of industry and /or industry recognized certifications.	H.S. Diploma/GED and/or industry recognized certification.	No H.S. Diploma/GED or industry recognized certification.		
Observation (Optional)						
Appearance/ Attire	Dressed professionally, poised and well groomed.	Appropriately dressed and groomed.	Casually dressed and groomed satisfactorily	Inappropriately dressed and /or hygiene/grooming deficiencies.		
Observation (Optional)						
Ranking points						
Total ranking points						
Level of ranking	Advanced (140-120)	Mid-Level (119-71)	Entry Level (70-50)	Not Job Ready (49 & below)		
Barriers Addressed (List Barriers)		All barriers have been addressed.	Barriers do not prevent customers from employment.	Barriers prevent customer from employment.		
Recommendations						
Form Completed by Staff			Date			

A person who is Ready to Work meets the following entry level criteria:

- Updated electronic résumé in MS Word and in MWE
- Applies for jobs online and uses social media in their job search
- Effective communication & interpersonal skills
- Effective interview skills
- Basic computer and word processing skills
- Has the required training and credentials for the job
- Professional Appearance
- Barriers have been addressed