

Employment Self-Assessment

Applicant (please print)

Surname:

Given Name:

This questionnaire will help you identify your readiness for work and the supports you may need to reach your goals and develop your Employment Plan.

Please check the boxes that fit your situation:

1. Personal Needs – Preparing for Employment

How you handle your personal needs could affect your ability to work. Before looking for work, do you need to deal with any difficulties in the following areas:

- Health (example: therapy and medication) Yes No Not sure
- Substance Addictions Yes No Not sure
- Assistive aids (example: scooter, TTY) Yes No Not sure
- Finances (example: paying bills,
managing debt) Yes No Not sure
- Transportation (example: getting to work) Yes No Not sure
- Care of dependants (example: children,
elderly parents) Yes No Not sure
- Living accommodation (example: is it
stable, safe, affordable?) Yes No Not sure

2. Choosing an Occupation – Employment Goal

Do you have a clear idea of the type of work you want to do? Yes No

If yes, what is your goal? _____

Is there a demand for people in the type of work
you want to do?

Yes No Not sure

3. Meeting the Requirements – Skills and Qualifications

A. If you know the type of work you want to do, do you have:

- the skills needed to perform the duties of the job? Yes No Not sure
- the training and entry needs of the job? Yes No Not sure
- the physical ability the job needs? Yes No Not sure
- the necessary tools, equipment, etc. for the job? Yes No Not sure
- the ability to handle personal stress? Yes No Not sure
- the ability to handle work stress? Yes No Not sure

B. What supports do you think would help you do the job that you have chosen?

- Short-term assessment (example: working with an Occupational Therapist to look at your physical needs, trying different technical aids to decide which is best for you, etc.)
- Adjustment to work (example: develop good work habits, improve your ability to do well in your new job, increase your energy level, etc.)
- Skills development (example: training or re-training)
- Computer training on use of special hardware and/or software
- On-the-job training
- A job coach (someone who will help you to adjust to your new job)
- Travel, route, and orientation training (example: how to get from one place to another)
- Community Placement to develop new skills
- Other (please specify): _____

4. Getting the Job – Job Search Skills

- Do you have an up-to-date resume? Yes No Not sure
- Do you have a plan to help you look for a job? Yes No Not sure
- Do you know how to contact employers
in your field? Yes No Not sure
- Do you know how to prepare for an interview? Yes No Not sure
- Do you know how to present yourself at
an interview? Yes No Not sure
- Do you have a reference from a previous
employer? Yes No Not sure

5. Doing Well On the Job – Job Maintenance Skills

Have you ever had paid employment? Yes No

When you have been employed, did you:

- perform good quality work? Yes No Not sure
- get along with your supervisor? Yes No Not sure
- get along with your co-workers? Yes No Not sure
- go to work on time and have good attendance? Yes No Not sure
- show interest in your work? Yes No Not sure
- show problem solving skills? Yes No Not sure
- know how to handle difficult situations? Yes No Not sure
- meet the physical abilities needed? Yes No Not sure
- work as quickly as other workers? Yes No Not sure

6. Comments: _____

