|  |  |  |  |
| --- | --- | --- | --- |
| Column 3--Provider= VR, JPS,RT,RE,OM | YES | NO | Provider if No |
| 1. Does client want to work full-time? |  |  |  |
| 1. Is Client on SSDI or SSI? |  |  |  |
| 1. If yes to 2, is client aware of the effects of work-related to their benefits? |  |  |  |
| 1. Does client possess appropriate I-9 identification? |  |  |  |
| 1. Is client dependable, keep appointments and on time for those appointments? |  |  |  |
| 1. Has the client followed through on assignments? |  |  |  |
| 1. Is client motivated and ready to go to work? |  |  |  |
| 1. Does client have an attainable job goal/solid career path? |  |  |  |
| 1. Does client possess skills necessary to go to work and can the customer express those skills to employers (marketable skillset)? |  |  |  |
| 8a. If no what trainings would be necessary to achieve goal? |  |  |  |
| 8a. List any certifications, licenses, special trainings, experience, etc. |  |  |  |
| 1. Does client have the ability to learn new skills if necessary to change careers? |  |  |  |
| 1. Does client possess necessary computer skills? |  |  |  |
| 10a. List software customer uses. |  |  |  |
| 1. Can client use job specific equipment such as business equipment, cleaning equipment, etc. |  |  |  |
| 11a. List equipment client can use. |  |  |  |
| 1. Does client possess phone skills and etiquette? |  |  |  |
| 1. Will client be able to work well with others? |  |  |  |
| 1. Can the client work independently? |  |  |  |
| 1. What is client’s educational level? |  |  |  |
| 1. What is client’s reading level? |  |  |  |
| 1. Does client have basic math skills? |  |  |  |
| 1. Does client know value of money and can they count change if the job calls for that skill? |  |  |  |
| 1. Does client have a verifiable criminal background? |  |  |  |
| 1. Does client have a drug history? |  |  |  |
| 1. Does client have an effective resume? |  |  |  |
| 1. Can client fill out an application properly? |  |  |  |
| 1. Is client prepared to answer questions regarding gaps in employment history? |  |  |  |
| 1. Has the client demonstrated that he/she possesses interviewing skills? |  |  |  |
| 1. Does client have an appropriate message on answering service/ cell phone? |  |  |  |
| 1. Does client have an appropriate email address? |  |  |  |
| 1. Does client have Facebook or Myspace site? Is it business appropriate? |  |  |  |
| 1. Does client plan on disclosing his/her disability to employer? If so how and when? |  |  |  |
| 1. Is reasonable accommodation needed? |  |  |  |
| 29a. If yes, what type of accommodation |  |  |  |
| 29b. If yes, can client discuss accommodation with employer? |  |  |  |
| 1. Has client demonstrated that he/she possesses proper hygiene and grooming habits? |  |  |  |
| 1. Does client have proper interview attire? |  |  |  |
| 1. Does client have a reliable transportation plan? |  |  |  |
| 32a. If yes, what is the plan? |  |  |  |
| 1. Does client have child care needs or other obligations that need to be addressed? |  |  |  |
| 33a. If yes, what are they? |  |  |  |
| 1. Based on this checklist do you feel confident that client is job ready? |  |  |  |
| 1. If you were an employer and your business depended on hiring this one person would you hire your client? |  |  |  |
| 35a. If not what areas would you suggest client work on improvement. |  |  |  |