Assessment Summary

Participant's Name

Interviewer ___________________________ Date __________

Use Checklists A-G to determine if the participant meets the minimum Competency Attainment Level. Check **YES** or **No** accordingly.

### BASIC SKILLS

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appraisal Reading Score</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Appraisal Math Score</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### CASAS Test Scores

<table>
<thead>
<tr>
<th></th>
<th>Pre</th>
<th>Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Certified</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CASAS Test Scores</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### WORK READINESS SKILLS

Checklists

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Career Awareness</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>B. Preparing a Résumé</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>C. Preparing a Cover Letter</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>D. Completing an Application</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>E. Interviewing for a Job</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>F1. Work Readiness and Soft Skills - For Worksite Supervisor</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>F2. Work Readiness and Soft Skills - For Instructor/Teacher Use</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

### JOB-SPECIFIC SKILLS

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>G. Job Experience/Training</td>
<td>☐</td>
<td>☐</td>
</tr>
</tbody>
</table>

**Interest/Aptitude Test Instrument:**

______________________________

______________________________

**Comments:**

______________________________

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Work Readiness Checklist

Career Awareness
Making Career Decisions and Using Labor Market Information

Participant’s Name ________________________________________________

Interviewer ___________________________ Date ________________________

Pretest Date: ___________ Post-test Date: ________________

During participant’s intake interview, the interviewer should ask the questions listed below. Scoring: If the participant clearly and fully answers the question, check YES. If the participant cannot answer the question or does not specifically answer, check NO and do not continue to the next question.

1. What kind of job would you like? (Participant names one or two realistic possibilities.)

2. What are the characteristics of this job that interest you? (Examples: I like to work with numbers, with people, etc. I like work that is physical, is creative, pays a ____ salary, etc.)

3. What kind of education/training and/or work experience do you need to qualify for this job?

4. What is your plan to match your interests to the necessary education/training and work experience for the job you have chosen?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

Meets Making Career Decisions requirements for Certification by answering questions 1-4.

5. How have you identified possible job opportunities in your community? (Example: online job sites, bulletin boards, referrals, etc.)

6. Name some organizations/companies in your community where the job you’d like may be available.

7. Are you able to show an employer all the documents needed for employment? (Driver’s license, Social Security card, birth certificate, work permit, etc.)

8. Which potential employers have you contacted either by phone, e-mail, or in person to arrange a job interview?

9. Have you ever been interviewed for a job? (optional)

10. Have you ever received a job offer that was acceptable to you? (optional)

Meets Using Labor Market Information requirements for Certification by answering questions 5-10.

Cross-reference of checklist questions to CASAS Competencies

1. 4.1.9: Identify procedures for career planning, including self-assessment

2. 4.1.8: Identify common occupations and the skills and education required for them

3. 4.1.3: Identify and use sources of information about job opportunities such as job descriptions, job ads, and online searches about the job market

4. 4.1.1: Interpret governmental forms related to seeking work, such as applications for Social Security

Refer to CASAS QuickSearch Online to find instructional resources that address these competencies.

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## Preparing a Résumé

**Participant’s Name**

**Interviewer** __________________________ **Date** __________________________

**Pretest Date:** ______________ **Post-test Date:** ______________

Administer immediately after a participant’s intake interview. Evaluate the participant’s résumé using the checklist below.

**Scoring:** If the participant meets the criteria stated in each question, check **YES**. If the participant does not meet the criteria, check **NO**. Tally the number of **YES** checks. If the participant meets the recommended minimum, circle **YES** at the bottom.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>Date Certified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1. Is the résumé typed, legible, and professional-looking?
2. Is the résumé presented in an organized format?
3. Is the résumé free of obvious spelling, grammatical, and typographical errors?
4. Does the applicant highlight skills and strengths using action verbs and specific examples?
5. Is the information provided on the résumé accurate?
6. Are social media profiles updated and professional-looking? Is content appropriate for potential employers to view?

**Is the following information included in the resume?**

7. Name, home address, home and/or cell number, e-mail address
8. Position sought
9. Work and/or volunteer history (in reverse chronological order)
10. Knowledge, skills (including technical and software skills) and/or achievements
11. Education/training (in reverse chronological order)
12. References (or states “References available upon request.”)

**Number of YES checks**

Recommended Minimum is 12 (100%)

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
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<tbody>
<tr>
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</tbody>
</table>

**Meets Preparing a Résumé requirements for Certification**

(Circle one): **YES** **NO**

**Date Certified:**

**Cross-reference of checklist questions to CASAS Competencies**

All 4.1.2 Follow procedures for applying for a job, including interpreting and completing job applications, resumes, and letters of application

4-6. 4.1.7 Identify appropriate behavior and attitudes for getting a job.

Refer to [CASAS QuickSearch Online](http://www.casas.org) to find instructional resources that address these competencies.

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Preparing a Cover Letter

Participant’s Name ____________________________

Interviewer ____________________________ Date ____________________________

Pretest Date: ____________ Post-test Date: ____________

Administer immediately after a participant’s intake interview. Evaluate the participant’s cover letter using the checklist below. **Scoring:** If the participant meets the criteria stated in each question, check **YES.** If the participant does not meet the criteria, check **NO.** Tally the number of **YES** checks. If the participant meets the recommended minimum, circle **YES** at the bottom.

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
</table>

1. Does the cover letter have a business letter format including applicant address, date, business address, return address, formal salutation, body, and closing?

**Does the letter contain:**

2. An opening statement expressing the purpose of the cover letter?

3. A statement including one or more of the following?
   - Job skills
   - Job experience
   - Education/training

4. Is the information accurate?

5. A statement of interest in a specific job or company?

**Is the letter:**

6. Neat?

7. Free of spelling and capitalization errors?

8. Well organized? Does it includes references?

9. Signed?

**Number of YES checks**

Recommended minimum is 7 (80%)

**Meets Preparing a Cover Letter requirements for Certification** (circle one): **YES** **NO**

Date Certified: ____________________________

Cross-reference of checklist questions to CASAS Competencies

All 4.1.2 Follow all procedures for applying for a job, including interpreting and completing job applications, resumes, and letters of application

3. 4.1.8 Identify common occupations and the skills and education required for them.

Refer to [CASAS QuickSearch Online](#) to find instructional resources that address these competencies.

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Completing an Application

Participant’s Name __________________________________________

Interviewer __________________________________________ Date ________________

Pretest Date: ___________ Post-test Date: ___________

Administer immediately after a participant’s intake interview. Evaluate the participant’s application using the checklist below. Scoring: If the participant meets the criteria stated in each question, check YES. If the participant does not meet the criteria, check NO. Tally the number of YES checks. If the participant meets the recommended minimum, circle YES at the bottom.

The following checklist applies to online and hard-copy applications for employment.

<table>
<thead>
<tr>
<th></th>
<th>YES</th>
<th>NO</th>
<th>Date Certified</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>3.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Number of YES checks
Recommended Minimum is 8 (100%)

Cross-reference of checklist questions to CASAS Competencies

All 4.1.2 Follow procedures for applying for a job, including interpreting and completing job applications, resumes, and letters of application

Refer to CASAS QuickSearch Online to find instructional resources that address these competencies.
Work Readiness Checklist

Interviewing for a Job

Participant’s Name ________________________________

Interviewer____________________________________Date______________________

Pretest Date: ______________ Post-test Date: ______________

Administer immediately after a participant’s intake interview. Evaluate the participant’s interview using the checklist below. **Scoring:** If the participant meets the criteria stated in each question, check **YES.** If the participant does not meet the criteria, check **NO.** Tally the number of **YES** checks. If the participant meets the recommended minimum, circle **YES** at the bottom.

The participant:

1. Is on time for the interview? 

2. Is appropriately dressed and groomed for the position and for the interview setting? 

3. Provides documents as requested? 

4. Expresses self clearly? (Speech is understandable. The meaning is clear in spite of accent or minor grammatical errors.) 

5. Provides complete, appropriate answers to all questions but does not ramble or provide extraneous information. 

6. States relevant qualifications? 

7. Asks appropriate and relevant questions? 

8. Has a positive attitude? 

9. Demonstrates appropriate body language?

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Date Certified</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Number of **YES** checks

Recommended Minimum is 7 (78%)

<table>
<thead>
<tr>
<th>Meets <strong>Interviewing for a Job</strong> requirements for Certification (Circle one):</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Certified:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Cross-reference of checklist questions to CASAS Competencies

<table>
<thead>
<tr>
<th>All 4.1.2</th>
<th>Follow procedures for applying for a job, including interpreting and completing job applications resumes, and letters of application</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.1.5</td>
<td>Identify how to interview appropriately for a job</td>
</tr>
<tr>
<td>4.1.6</td>
<td>Interpret general work-related vocabulary (e.g., supervisor, shift)</td>
</tr>
<tr>
<td>4.1.7</td>
<td>Identify appropriate behavior and attitudes for getting a job</td>
</tr>
</tbody>
</table>

Refer to [CASAS QuickSearch Online](#) to find instructional resources that address these competencies.
Work Readiness Checklist

Work Readiness and Soft Skills
Checklist Completed By Worksite Supervisor

Participant’s Name __________________________ Date ________________

As a worksite supervisor, you can provide valuable information regarding this person’s job readiness. Please read the following list and check **Acceptable** or **Unacceptable** after each question. If the question is not applicable, please leave blank.

Return completed checklist to: ______________________________________________________

<table>
<thead>
<tr>
<th>Does the Person:</th>
<th>Acceptable</th>
<th>Unacceptable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate punctuality?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Maintain an attendance record that is acceptable to the program/job?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Exhibit good interpersonal relations by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Interacting appropriately with public?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Cooperating with co-workers?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Reacting appropriately to direction and criticism?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Responding appropriately to various supervisors?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Demonstrate positive attributes/behaviors by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Following worksite standards of behavior?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Accepting responsibility for one’s actions?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Demonstrating self-confidence?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Demonstrating reliability and dependability?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Following occupational health and safety rules?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Adapting to changes at work (flexibility)?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Working effectively under pressure?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Display appropriate appearance by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Dressing appropriately?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Maintaining a neat and clean appearance?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Complete tasks effectively by:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Following directions?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Giving timely notice of absences and interruptions to work schedules?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Asking for clarification or direction as needed?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Completing tasks/assignments on time?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Performing work that meets quality-control standards?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Working effectively with minimal supervision?</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I worked with this participant for __________ hours per day for a total of __________ days.

Signature: __________________________ Date: __________________________

Job Title: ______________________ Worksite: ____________________________________________

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Work Readiness and Soft Skills  
For Instructor/Teacher Use

Participant’s Name ____________________________  
Interviewer ____________________________ Date __________________

Pretest Date: ________________ Post-test Date: ________________

Using the worksite supervisor’s checklist and the specific examples of behaviors listed below, determine if the participant has met the Certification Requirements for Work Readiness and Soft Skills.

<table>
<thead>
<tr>
<th>Does the Person Meet the Certification Requirements for These Categories?</th>
<th>YES</th>
<th>NO</th>
<th>Date Certified</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Demonstrate punctuality?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Maintain an attendance record that is acceptable to the program/job?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Exhibit good interpersonal relations?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Demonstrate positive attributes/behaviors?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Display appropriate appearance?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Complete tasks effectively?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Below are specific examples of what Work Readiness and Soft Skills behaviors may look like and how they can be evaluated in various programs. Agencies and communities should reach a consensus on their specifications for acceptable and unacceptable behavior. Varying cultures, settings, and expectations must be considered.

Numbers in parentheses indicate CASAS Competencies that correspond to the statements listed.

1. Consistently punctual (4.4.1, 2.3.1)
   - Comes to work on time
   - Comes back from break on time
   - Is on time for interviews, class activities, etc.
   - Is dressed and prepared to begin work at starting time

2. Maintains regular attendance (4.4.1)
   - Consistently is at work/training when scheduled
   - Notifies employer/instructor of necessary absence or tardiness
   - Takes no excessive time off and gives advance notification whenever possible

3. Exhibits good interpersonal relations (4.4.1)
   - Communicates with other staff or participants as well as customers and in effective/pleasant manner (0.1.1, 0.1.3, 0.1.4)
   - Is polite, not argumentative, in accepting and expressing criticism; remains calm, has good eye contact (4.6.1)
   - Participates in small groups, class activities, and work projects and organizational functions (4.8.1)
   - Identifies team needs and goals and works as a team member (4.8.1)
   - Pays attention (4.4.1)
Work Readiness Checklist

4. Demonstrates positive attitudes/behaviors (4.4.1)
   - Knows and follows the chain of command (4.8.1)
     o Accepts authority, rules, and regulations (4.6.1, 4.8.1, 4.8.5, 4.8.6, 4.9.1)
     o Learns as much as possible about the job, company, and industry (4.9.2)
   - Takes responsibility and is accountable for the effects of own judgments, decisions, and actions (4.6.4)
   - Develops a sense of contribution and pride in one’s work (4.8.1)
   - Handles mistakes effectively and learns from them (4.6.1)
   - Identifies and demonstrates employer expectations such as loyalty, enthusiasm, dependability, honesty, willingness to learn and to accept criticism (4.6.1)
   - Operates equipment safely and complies with applicable local company policies, and state and federal regulations (3.4.1, 3.4.2, 4.3.1, 4.3.2, 4.3.3, 4.3.4)
   - Uses property and supplies carefully and appropriately (4.7.2, 4.7.4)
   - Initiates tasks, ready to try new skill methods and roles. Adjusts to increased or changing workloads or class activities (4.8.4)
   - Demonstrates time management (4.4.1)
   - Keeps calm demeanor when work becomes stressful (4.4.1)

5. Displays appropriate appearance (4.4.1)
   - Identify practices that promote cleanliness and hygiene (3.5.5)
   - Understands functional dress code (4.4.1)
   - Adheres to uniform policies (4.4.1)
   - Wears appropriate work clothing (4.3.3, 4.4.1)
   - Displays care for personal hygiene/good grooming (3.5.5)
   - Wears appropriate hair style for work (e.g., out of the eyes) (3.4.2, 3.5.5, 4.4.3)
   - Identifies and inventories grooming strengths and weaknesses and plans appropriate change as needed (3.5.5)

6. Completes tasks effectively (4.4.1)
   - Completes job duties as directed (4.4.4)
   - Seeks new ways of doing things and understands how to implement change (4.4.5, 4.8.5)
   - Anticipates job responsibilities beyond the job description (4.4.4)
   - Gives notice when equipment is inoperable (4.3.4)
   - Notifies employer/instructor of necessary absence or tardiness (4.6.4)
   - Takes no excessive time off and gives advance notification whenever possible (4.6.4)
   - Requests help when needed (0.1.2, 4.4.5)
   - Asks for and accepts suggestions for improvement (0.1.2, 4.8.1)
   - Performs other job-related tasks as assigned willingly and efficiently in a timely fashion (4.8.1)
   - Is conscious of time schedules (2.3.1)
   - Is particular about finished product (4.8.1)
   - Completes work to meet industrial standards (4.4.6, 4.5.1)
   - Manages personal responsibilities (4.8.1)
   - Works effectively without supervision or with limited supervision (4.8.4)
   - Willingly takes the first step to complete tasks (4.8.1)

Refer to Casas QuickSearch Online to find instructional resources that address these competencies.
Job Experience/Training

Participant’s Name ____________________________________________

Interviewer________________________________________ Date________________________

Pretest Date: _______________ Post-test Date: _______________

During a participant’s intake interview, the interviewer should evaluate the participant’s job training and/or work experience using this checklist. Scoring: If participant has had job training and/or work experience, complete information and check YES. If the participant does not have sufficient job training and/or work experience, complete information and check NO.

Prior to using this checklist, determine your agency’s or organization’s standards for minimum expectations for Certification.

The participant has had job experience (circle one): YES  NO
Type of Job: ____________________________
Responsibilities: __________________________________________
Place of Employment: ____________________________
Dates of Employment: ____________________________
References/Recommendations verified (circle one): YES  NO

The participant has had job training (circle one): YES  NO
Type of job training: _________________________________________________________________________
Training center name and location: _____________________________________________________________
Training dates: _____________________________________________________________________________
Received Certificate (circle one): YES  NO
Name of Certificate, if applicable: ____________________________
References/Recommendations verified (circle one): YES  NO

Meets Job Experience/Training requirements for Certification (circle one): YES  NO
Date Certified: ____________________________

Comments/Notes:

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