

# Work Readiness Checklists



# Assessment Summary

Participant's Name \_\_\_\_\_

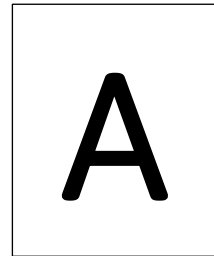
Interviewer \_\_\_\_\_ Date \_\_\_\_\_

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

BASIC SKILLS	YES	NO	Date Certified	CASAS Test Scores	
				Pre	Post
Appraisal Reading Score	<input type="checkbox"/>	<input type="checkbox"/>		Pre	Post
Appraisal Math Score	<input type="checkbox"/>	<input type="checkbox"/>		Pre	Post

**WORK READINESS SKILLS**  
Checklists

A. Career Awareness	<input type="checkbox"/>	<input type="checkbox"/>		<b>Interest/Aptitude Test Instrument:</b>  _____  _____  <b>Comments:</b>
B. Preparing a Résumé	<input type="checkbox"/>	<input type="checkbox"/>		
C. Preparing a Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>		
D. Completing an Application	<input type="checkbox"/>	<input type="checkbox"/>		
E. Interviewing for a Job	<input type="checkbox"/>	<input type="checkbox"/>		
F1. Work Readiness and Soft Skills For Worksite Supervisor	<input type="checkbox"/>	<input type="checkbox"/>		
F2. Work Readiness and Soft Skills For Instructor/Teacher Use	<input type="checkbox"/>	<input type="checkbox"/>		
<b>JOB-SPECIFIC SKILLS</b>				
G. Job Experience/Training	<input type="checkbox"/>	<input type="checkbox"/>		



# Career Awareness

## Making Career Decisions and Using Labor Market Information

Participant's Name \_\_\_\_\_

Interviewer \_\_\_\_\_ Date \_\_\_\_\_

Pretest Date: \_\_\_\_\_ Post-test Date: \_\_\_\_\_

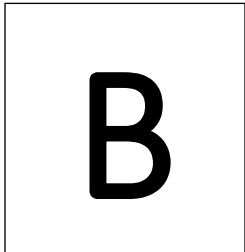
During participant's intake interview, the interviewer should ask the questions listed below. **Scoring:** If the participant clearly and fully answers the question, check **YES**. If the participant cannot answer the question or does not specifically answer, check **NO** and do **not** continue to the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

	YES	NO
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?		
<b>Meets <i>Making Career Decisions</i> requirements for Certification by answering questions 1-4.</b>		
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)		
<b>Meets <i>Using Labor Market Information</i> requirements for Certification by answering questions 5-10.</b>		

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

- 1., 4. 4.1.9: Identify procedures for career planning, including self-assessment
- 3. 4.1.8: Identify common occupations and the skills and education required for them
- 5. 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
- 7. 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.



# 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.

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?

YES	NO	Date Certified

**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%)

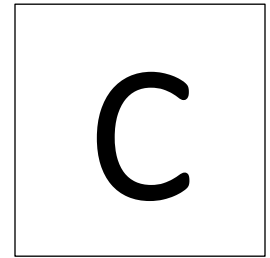
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<b>Meets <i>Preparing a Résumé</i> requirements for Certification (Circle one):</b>	<b>YES</b>	<b>NO</b>
Date Certified:		

**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](#) to find instructional resources that address these competencies.



# 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.

YES	NO	Date Certified

- 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:**

- An opening statement expressing the purpose of the cover letter?
- A statement including one or more of the following?
  - Job skills
  - Job experience
  - Education/training
- Is the information accurate?
- A statement of interest in a specific job or company?


**Is the letter:**

- Neat?
- Free of spelling and capitalization errors?
- Well organized? Does it includes references?
- Signed?

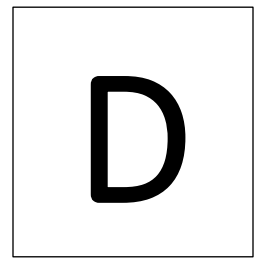

**Number of YES checks**  
Recommended minimum is 7 (80%)

Meets <i>Preparing a Cover Letter</i> 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.



# 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.

1. Is the entire application typed or completed online? Is it hand-written in ink? If so, is it neat?
2. Are all sections completed?
3. Is the information written or typed in the appropriate place?
4. Is contact information provided (home and/or cell phone, e-mail address)?
5. Is work experience listed in the format requested (i.e., reverse chronological order)?
6. Is education/training experience listed in the format requested (i.e., reverse chronological order)?
7. Are all requested references listed, if applicable?
8. Is the applicant's command of proper spelling and grammar appropriate for the job sought?

	YES	NO	Date Certified
1. Is the entire application typed or completed online? Is it hand-written in ink? If so, is it neat?			
2. Are all sections completed?			
3. Is the information written or typed in the appropriate place?			
4. Is contact information provided (home and/or cell phone, e-mail address)?			
5. Is work experience listed in the format requested (i.e., reverse chronological order)?			
6. Is education/training experience listed in the format requested (i.e., reverse chronological order)?			
7. Are all requested references listed, if applicable?			
8. Is the applicant's command of proper spelling and grammar appropriate for the job sought?			
<b>Number of YES checks</b> Recommended Minimum is 8 (100%)			

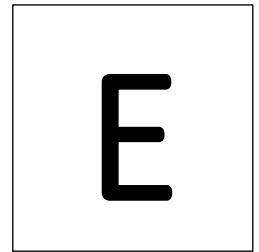
<b>Meets <i>Completing an Application</i> requirements for Certification (circle one):</b>	YES	NO
	Date Certified: _____	

## 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

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





# 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?

YES	NO	Date Certified
<b>Number of YES checks</b>		
Recommended Minimum is 7 (78%)		

<b>Meets <i>Interviewing for a Job</i> requirements for Certification (Circle one):</b>	<b>YES</b>	<b>NO</b>
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
- 4.1.5 Identify how to interview appropriately for a job
- 4.1.6 Interpret general work-related vocabulary (e.g., supervisor, shift)
- 4.1.7 Identify appropriate behavior and attitudes for getting a job

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

# Work Readiness and Soft Skills

# F1

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: \_\_\_\_\_

Does the Person:	Acceptable	Unacceptable
1. Demonstrate punctuality?		
2. Maintain an attendance record that is acceptable to the program/job?		
3. Exhibit good interpersonal relations by: <ul style="list-style-type: none"> <li>• Interacting appropriately with public?</li> <li>• Cooperating with co-workers?</li> <li>• Reacting appropriately to direction and criticism?</li> <li>• Responding appropriately to various supervisors?</li> </ul>		
4. Demonstrate positive attributes/behaviors by: <ul style="list-style-type: none"> <li>• Following worksite standards of behavior?</li> <li>• Accepting responsibility for one's actions?</li> <li>• Demonstrating self-confidence?</li> <li>• Demonstrating reliability and dependability?</li> <li>• Following occupational health and safety rules?</li> <li>• Adapting to changes at work (flexibility)?</li> <li>• Working effectively under pressure?</li> </ul>		
5. Display appropriate appearance by: <ul style="list-style-type: none"> <li>• Dressing appropriately?</li> <li>• Maintaining a neat and clean appearance?</li> </ul>		
6. Complete tasks effectively by: <ul style="list-style-type: none"> <li>• Following directions?</li> <li>• Giving timely notice of absences and interruptions to work schedules?</li> <li>• Asking for clarification or direction as needed?</li> <li>• Completing tasks/assignments on time?</li> <li>• Performing work that meets quality-control standards?</li> <li>• Working effectively with minimal supervision?</li> </ul>		

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Job Title: \_\_\_\_\_ Worksite: \_\_\_\_\_



# 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.

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

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.

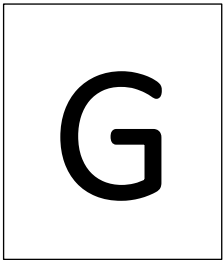
Numbers in parentheses indicate CASAS Competencies that correspond to the statements listed.

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)

# CASAS® Work Readiness Checklist

- Expresses personal needs related to job or training (4.4.2)
  - Seeks advice when needed, possesses strong listening skills (4.8.1., 4.8.2)
  - Works effectively under different kinds of supervision (4.8.1, 4.8.7)
  - Adapts to style of manager (4.8.1, 4.8.7)
4. Demonstrates positive attitudes/behaviors (4.4.1)
- Knows and follows the chain of command (4.8.1)
    - Accepts authority, rules, and regulations (4.6.1, 4.8.1, 4.8.5, 4.8.6, 4.9.1)
    - 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 <i>Job Experience/Training</i> requirements for Certification (circle one):	YES	NO
Date Certified:		

Comments/Notes: