

HOW EMPLOYABLE ARE YOU?—JOB READINES SKILLS INVENTORY

The Job Readiness Skills Inventory is to be utilized prior to the official Intake Interview. This inventory will aid in highlighting an individual’s strengths and areas of DOR identified soft skills necessary to prepare for Job Search and Placement.

Instructions: Review each *Skill Addressed* in the first column with the consumer. Next, independently rate the skill level the consumer currently possesses by checking the appropriate *Skill Level* (Beginner, Intermediate and Proficient) under the appropriate rating section (DOR Rating or CRP rating). For additional information on what each skill level entails, please refer to the Job Readiness Skills Reference Page.

Consumer Name:

MODULE 1: COMMUNICATION

Skills Addressed	DOR Rating Beginner	DOR Rating Intermediate	DOR Rating Proficient	CRP Rating Beginner	CRP Rating Intermediate	CRP Rating Proficient
Ability to Follow Verbal Directions: Consumer’s ability to adequately complete tasks with direction.						
Active Listening: Consumer’s ability to attentively listen and engage in conversation with others.						
Communication Competence: Consumer’s ability to use and understand appropriate communication styles.						
Self Advocacy: Consumer’s ability to express own abilities, limitations, and interests positively and realistically.						

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MODULE 2: ATTITUDE

Skills Addressed	DOR Rating Beginner	DOR Rating Intermediate	DOR Rating Proficient	CRP Rating Beginner	CRP Rating Intermediate	CRP Rating Proficient
Perceptions: The consumer’s ability to see, hear, or become aware of something through their senses.						
Attitude: The consumer’s ability to understand how their attitude impacts their work environment.						

MODULE 3: TEAMWORK

Skills Addressed	DOR Rating Beginner	DOR Rating Intermediate	DOR Rating Proficient	CRP Rating Beginner	CRP Rating Intermediate	CRP Rating Proficient
Team Interaction: Consumer’s ability to work effectively in a work team environment.						
Managing Conflict Resolution: Consumer’s ability to effectively problem solve in a work team environment.						

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MODULE 4: PROBLEM-SOLVING & CRITICAL THINKING

Skills Addressed	DOR Rating Beginner	DOR Rating Intermediate	DOR Rating Proficient	CRP Rating Beginner	CRP Rating Intermediate	CRP Rating Proficient
Problem Identification: Consumer’s ability to recognize problems and provide solutions.						
Decision Making: Consumer’s ability to make appropriate, sound and logical decisions.						

MODULE 5: PROFESSIONALISM

Skills Addressed	DOR Rating Beginner	DOR Rating Intermediate	DOR Rating Proficient	CRP Rating Beginner	CRP Rating Intermediate	CRP Rating Proficient
Appearance (First Impressions): Consumer’s ability to present themselves in an appropriate manner for the workplace.						
Adapting to Cultural Diversity: Consumer’s ability to respect and interact well within a culturally diverse environment.						
Time Management: Consumer’s ability to manage time effectively (i.e. Arrive on time for work and manage workload).						

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MODULE 6: JOB SEEKING SKILLS

Skills Addressed	DOR Rating Beginner	DOR Rating Intermediate	DOR Rating Proficient	CRP Rating Beginner	CRP Rating Intermediate	CRP Rating Proficient
Appropriate Resume Content : Consumer’s ability to clearly identify applicable skills and work experience within the resume						
Resume Presentation: Consumer’s ability to present a resume in a neat and professional manner.						
Interviewing: Consumer’s ability to properly articulate work history and present themselves in a professional manner.						
Social Media Job Search: Consumer’s ability to utilize and navigate social media tools for job search.						