



# TOOLS TO ASSESS PROGRAM SUITABILITY




April 24, 2019

# Agenda

- Collecting Information for Program Suitability
- Sample Assessment Questions
  - Document Type Questions
  - Open Ended Interview Questions
- Partner Up: Work Group Time!
- Report Out
- Additional Resources

# Collecting Information For Program Suitability



Programs to Help Increase Your Income  
April 5 2019 v1

**Welcome!**

We are excited that you have taken the first step to working with us to find a job that is right for you!

We will help you for free, but first we need to get a few simple but important papers. Please bring everything checked below. If you cannot get all these papers, give us a call \_\_\_\_\_. We will help you.

Remember, before we can give you our free services, you must bring everything checked.

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**Get Started**

It is useful to identify your goals and how you want your life to be once you are working. It will help you stay motivated. List five ways your life would be better if you had a higher level of income.

- 1.
- 2.
- 3.
- 4.
- 5.

Do you any situations that that need to be planned around? Select all that apply.

- I have a disability that makes it hard for me to do certain things.
- I am legally blind.
- I am pregnant.
- I have children and would need help getting childcare.
- I provide care to someone and need to make sure that person is cared for while I am at work or in training. If yes, do you need help with the following:
  - Caring for an elderly relative
  - Caring for a child or relative with a disability
- I have criminal charges pending.
- I need help overcoming a substance abuse problem.

- Some information is easy to collect in a document. ([https://www.illinoisworknet.com/DownloadPrint/Assess\\_Program\\_Suitability.pdf](https://www.illinoisworknet.com/DownloadPrint/Assess_Program_Suitability.pdf))
- Some situations are impossible to prepare for or know in advance. What are some examples?
- Some important details are only revealed with relationship building and story telling type conversations.



## Share Your Experience

What are some customer related details that you wish you would have known earlier that came up at a later date?



# Sample Assessment Questions

We are going to focus on the following assessment areas during this session.



Career Interests



Education & Training



Work Experience



Challenges & Situations



# Career Interests Sample Questions

- Closed-ended (Document Type)
  - What kind of work do you like to do?
    - Technical (example: Perform mechanical, information technology, mathematical, or scientific tasks.)
    - Management (example: Organize and lead others to reach a common goal.)
    - Craftsmen/Foreman (example: Perform a trade or handicraft.)
    - Service (example: Cares for or provides services to others.)
    - Farm/Other Labor (example: Raise crops/animals or perform physical work.)
    - Clerical (example: Perform general office duties.)
    - Sales (example: Sell products/services.)
    - Other
- Open-ended (Interview)
  - What are your hobbies? What about your hobbies do you enjoy?
  - What are some of your skills or strengths?
  - What motivates you?

# Education & Training Questions

- Closed-ended (Document Type)
  - What is your highest level of education?
    - (examples: 5th grade, High School Sophomore, High School Diploma, GED, College Freshman, Associates Degree, Bachelor's Degree, etc.)
- Open-ended (Interview)
  - Talk to me about some of your past education and training experiences.
    - What worked for you?
    - What didn't work for you?

# Work Experience Questions

- Closed-ended (Document Type)
  - Are you authorized to work in the United States?
    - Yes/No
  - Have you ever had a job?
    - Yes/No
  - What is your employment status?
    - Employed
    - Not in Labor Force
    - Unemployed
    - Employed but Received Notice of Termination
- Open-ended (Interview)
  - Which prior job did you like and why?
  - Would you like to do that job again and why?
  - Which prior job did you like the least and why?



# Challenges/Situation Questions

- Closed-ended (Document Type)
  - Which of the following do you think will make it hard for you to get a job or complete training?
    - I have a disability that makes it hard for me to do certain things.
    - I am pregnant.
    - I have children and need to make sure my child is cared for while I am at work or in training.
    - I care for a person and need to make sure they are cared for while I am at work or in training.
    - I have criminal charges pending.
    - I don't have a permanent place to live.
    - I am in foster care.
    - I have aged out of foster care system.
    - I have a low income that makes it difficult to pay the bills.
    - I have a hard time speaking or understanding English
    - I need more education or training to get a decent job.
    - My limited access to transportation makes it hard for me to get to work or training.
    - I need more work experience.
    - I have family/friends related issues that can make it hard to work or complete training.
    - I have personal/emotional/health related issues that can make it hard to work or complete training.
    - Other:
- Open-ended (Interview)
  - What is your living situation and how is that working for you?

# Partner Up: Group Work Time!

Discuss the type of information collected in the document. What else would you like to know?

Career Interests

Education & Training

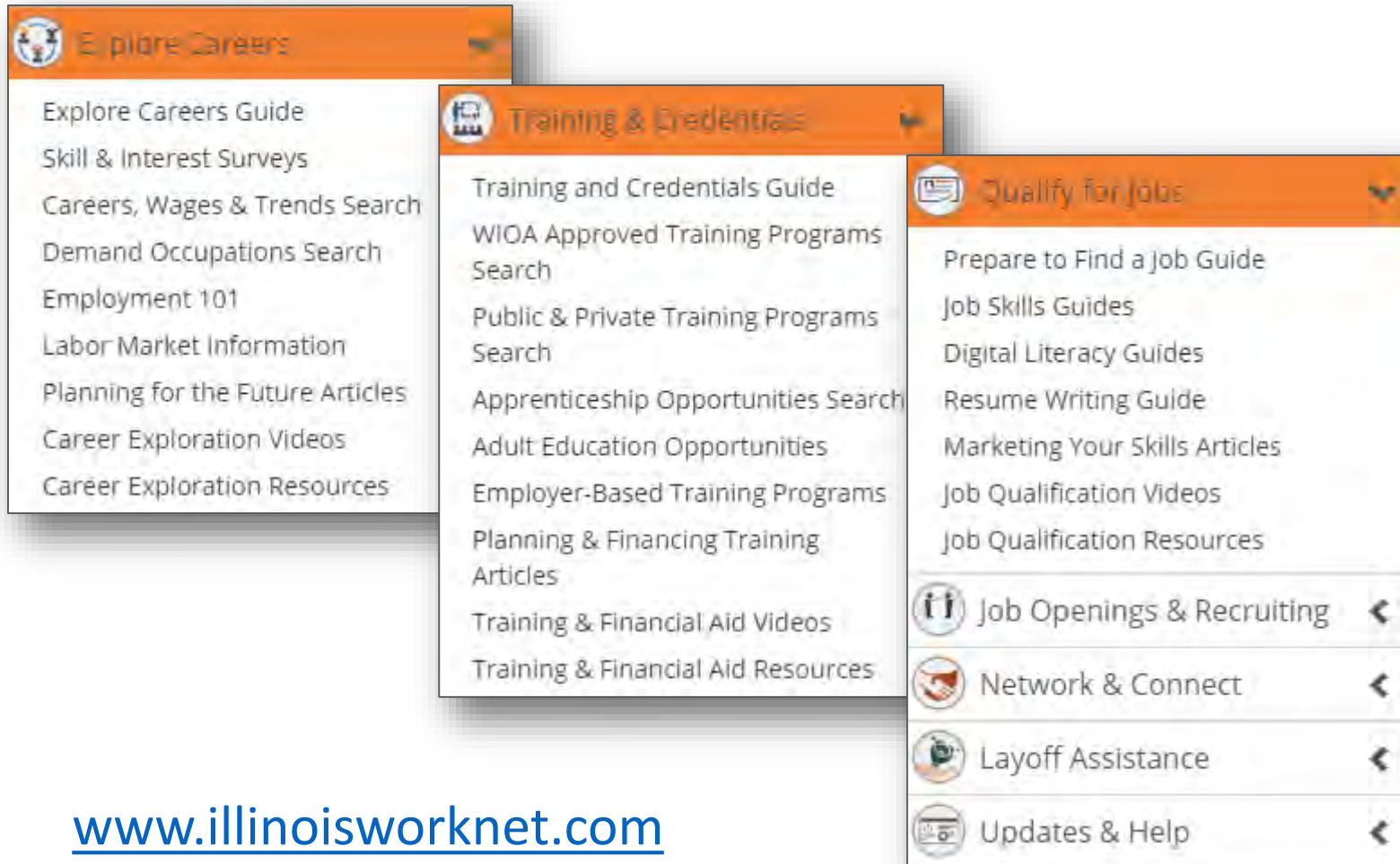
Work Experience

Challenges & Situations



# Additional Resources

Illinois workNet® has resources for helping your customer reach their training and employment goals.

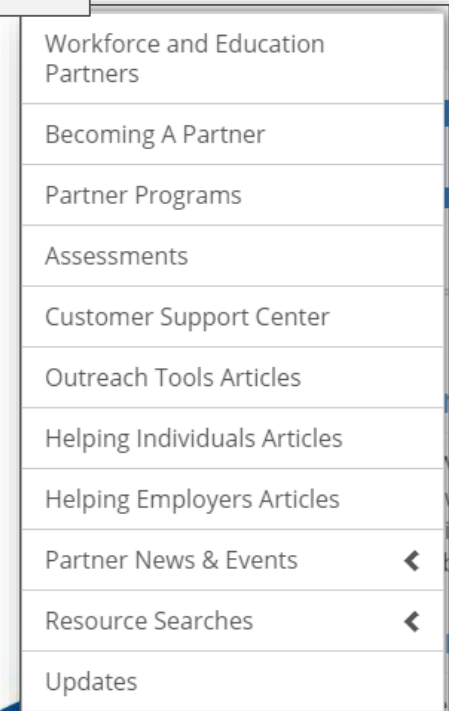


The screenshot shows three overlapping navigation menus:

- Explore Careers:** Explore Careers Guide, Skill & Interest Surveys, Careers, Wages & Trends Search, Demand Occupations Search, Employment 101, Labor Market Information, Planning for the Future Articles, Career Exploration Videos, Career Exploration Resources.
- Training & Credentials:** Training and Credentials Guide, WIOA Approved Training Programs Search, Public & Private Training Programs Search, Apprenticeship Opportunities Search, Adult Education Opportunities, Employer-Based Training Programs, Planning & Financing Training Articles, Training & Financial Aid Videos, Training & Financial Aid Resources.
- Qualify for Jobs:** Prepare to Find a Job Guide, Job Skills Guides, Digital Literacy Guides, Resume Writing Guide, Marketing Your Skills Articles, Job Qualification Videos, Job Qualification Resources.

Below these are additional menu items: Job Openings & Recruiting, Network & Connect, Layoff Assistance, and Updates & Help.

Select  for partner resources.



- Workforce and Education Partners
- Becoming A Partner
- Partner Programs
- Assessments
- Customer Support Center
- Outreach Tools Articles
- Helping Individuals Articles
- Helping Employers Articles
- Partner News & Events
- Resource Searches
- Updates

# Get More Information



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**EMAIL:** [info@illinoisworknet.com](mailto:info@illinoisworknet.com)



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LINKEDIN



PINTEREST



**ILLINOIS WIOA SUMMIT**  
Workforce Innovation and Opportunity Act