

Education and Employment Training (EET) Job Readiness Training (JRT) Competency Completion Form

YOUTH NAME	DATE
EC	CONTRACTED PROVIDER

Skill Section: What's Needed to be Independent and Successful -JRT Orientation and on-boarding

1. Does youth have appropriate documentation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Has youth demonstrated knowledge of their goals, skills, assets, barriers and interests?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. <i>How long did it take the youth to complete this skill section?</i>		

Skill section: Application – Successful Job Search Skills Training

1. Does youth demonstrate the knowledge and ability to successfully complete an application? (i.e. correct spelling, work experience in correct order, accurate info)	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. All are requested references listed?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Has youth appropriately addressed offense history on application?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Does the youth demonstrate knowledge of how to submit and follow up with completed applications?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Has youth demonstrated organizational skills need for successful job search?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. <i>How long did it take the youth to complete this skill section?</i>		

Skill Section - Interviewing Skills

1. Does youth demonstrate knowledge of appropriate/positive non-verbal self-presentation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Does youth demonstrate knowledge of appropriate/positive verbal self-presentation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Does youth demonstrate appropriate/positive behaviors?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Does youth state relevant qualifications, assets and positive traits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Does youth properly address offense history?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Does youth ask appropriate and relevant questions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. <i>How long did it take the youth to complete this skill section?</i>		

Skill Section Job Behavior – Job Retention Skills

1. Does youth demonstrate knowledge of positive job behavior?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Does youth demonstrate knowledge of how behavior on their personal time may impact their employment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Does youth demonstrate knowledge of what it means to be a valued employee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4. Does youth demonstrate knowledge of how to compose a resignation notice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. <i>How long did it take the youth to complete this skill section?</i>		

Skill Section Resume Writing

1. Is the resume complete, free of errors, and presented in an organized format?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Does the resume include employment history in the appropriate order?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. Does the resume include educational history?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

4. Does youth highlight their skills and strengths?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5. Does youth have a reference sheet with appropriate references?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6. Has youth completed a cover letter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7. <i>How long did it take the youth to complete this skill section?</i>		
Skills Section Career Exploration		
1. Has youth completed a Career Assessment or Interest Inventory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Has youth researched three career choices and gathered information on these career choices?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. <i>How long did it take the youth to complete this skill section?</i>		
Skill Section Career Exploration Interview (Optional):		
1. Has youth completed an informational interview or shadow regarding career choice?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2. Has youth completed required report on informational interview?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3. <i>How long did it take the youth to complete this skill section?</i>		

Youth completed Job Readiness Training in _____ hours and achieved _____ competencies.

**Youth must have achieved 20 of the 25 competencies in the required JRT skill sections.*

Youth Signature

Date

Employment Coordinator Signature

Date

Contracted Provider Signature

Date