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?	☐ Yes	☐ No
2. Has youth demonstrated knowledge of their goals, skills, assets, barriers and interests?	☐ Yes	☐ No
3. How long did it take the youth to complete this skill section?		

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)	☐ Yes	☐ No
2. All are requested references listed?	☐ Yes	☐ No
3. Has youth appropriately addressed offense history on application?	☐ Yes	☐ No
4. Does the youth demonstrate knowledge of how to submit and follow up with completed applications?	☐ Yes	☐ No
5. Has youth demonstrated organizational skills need for successful job search?	☐ Yes	☐ No
6. How long did it take the youth to complete this skill section?		

Skill Section - Interviewing Skills		
1. Does youth demonstrate knowledge of appropriate/positive non-verbal self-presentation?	☐ Yes	☐ No
2. Does youth demonstrate knowledge of appropriate/positive verbal self-presentation?	☐ Yes	☐ No
3. Does youth demonstrate appropriate/positive behaviors?	☐ Yes	☐ No
4. Does youth state relevant qualifications, assets and positive traits?	☐ Yes	☐ No
5. Does youth properly address offense history?	☐ Yes	☐ No
6. Does youth ask appropriate and relevant questions?	☐ Yes	☐ No
7. How long did it take the youth to complete this skill section?		

Skill Section Job Behavior – Job Retention Skills		
1. Does youth demonstrate knowledge of positive job behavior?	☐ Yes	☐ No
2. Does youth demonstrate knowledge of how behavior on their personal time may impact their employment?	☐ Yes	☐ No
3. Does youth demonstrate knowledge of what it means to be a valued employee?	☐ Yes	☐ No
4. Does youth demonstrate knowledge of how to compose a resignation notice?	☐ Yes	☐ No
5. How long did it take the youth to complete this skill section?		

Skill Section Resume Writing		
1. Is the resume complete, free of errors, and presented in an organized format?	☐ Yes	☐ No
2. Does the resume include employment history in the appropriate order?	☐ Yes	☐ No
3. Does the resume include educational history?	☐ Yes	☐ No
4. Does youth highlight their skills and strengths?	☐ Yes	☐ No

5.	Does youth have a reference sheet with appropriate references?	☐ Yes	☐ No
6.	Has youth completed a cover letter?	☐ Yes	☐ No
7.	*How long did it take the youth to complete this skill section?*		

Skills Section Career Exploration

1.	Has youth completed a Career Assessment or Interest Inventory?	☐ Yes	☐ No
2.	Has youth researched three career choices and gathered information on these career choices?	☐ Yes	☐ No
3.	*How long did it take the youth to complete this skill section?*		

Skill Section Career Exploration Interview (Optional):

1.	Has youth completed an informational interview or shadow regarding career choice?	☐ Yes	☐ No
2.	Has youth completed required report on informational interview?	☐ Yes	☐ No
3.	*How long did it take the youth to complete this skill section?*		

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**