

CASE REVIEW INSTRUMENT-EMPLOYMENT SERVICES

Responses are aggregated as a summary by office/team.

Client Initials

Date of Review

Name of Reviewer

Name of Placement Specialist

Was Job Seeking Skills completed (one-on-one or in a group)?

Yes

No

Was the Job Search Agreement completed?

Yes

No

What advocating was provided to the client? (Check all that apply)

Picking up and returning job applications to employers

Contacting employers for current job openings

Setting up or attending job interviews

Following up with employers on client's behalf

Providing appropriate job leads

Setting up OJT's or OJE's

Other:

Did staff create new or update existing employer records in the Employer Database?

Yes

No

During the job search phase, was weekly contact maintained with the client?

Yes

No

If there was not weekly contact, explain why.

Has the client been in Employment Services more than 90 days?

Yes

No

If in Employment Services longer than 90 days, how long has the client been in Employment Services?

The job seeker has NOT been in employment services longer than 90 days.

91-100 days

101-119 days

More than 120 days

Other:

Was the Job Search Agreement reviewed every 90 days while in Employment Services?

Yes

No

N/A

Is the client currently employed?

Yes

No

During the initial 90 days of employment, was the following contact schedule maintained (check if yes)?

2 times in the first 30 days

2 month contact

3rd month contact

The client is not yet employed.

Other:

Was follow up contact with the employer made within the first 30 days of employment?

Yes

No

N/A