

Job Readiness Factors

a Guide for Staff

Address Job Readiness Factors that have the potential to interfere with the client preparing for, finding, or keeping a job.

VR staff need to begin identifying the Job Readiness Factors during the Initial Meeting:

- **Discuss and Assess:** When an individual alludes to or identifies a Job Readiness Factor, discuss and assess the degree to which the factor(s) will interfere with the client becoming successfully employed.
- **Address Barriers to Employment:** If a Job Readiness Factor will interfere with the individual participating in VR services, discuss concerns and identify steps to be taken prior to application. Provide community resources to address specific needs.
- **Determine Application Appropriateness:** In collaboration with the individual, VR staff will need to determine the appropriateness of applying for services given the nature and scope of the Job Readiness Factors.
- **Identify Resources:** Once an individual applies, appropriate services and resources need to be identified to correct, compensate, or circumvent the impact Job Readiness Factors have on client success.

The following outline is a reminder for VR staff to actively listen for Job Readiness Factors. It should not be given to clients to complete nor should VR staff read each of the items and ask the client to self-disclose.

1

Disability/Behavioral Related

- Displays psychotic behaviors
- Has a Counselor, Psychiatrist, Psychologist or sponsor affiliated with AA/NA. Explore frequency of meetings, effectiveness, treatment plans, etc.
- Admits to continued alcohol or drug use
- Non-compliant with medication or treatment (Pattern of not staying active in treatment/rehabilitation plans and results)
- Behavioral reports from school or community program

2

Financial

- Debt, default, or garnishment issues
- Concerns with loss of SSA and other benefits due to earning income
- Unable to afford medication

3

Daily Living

- Family member with significant health condition
- Poor hygiene
- Transportation (no driver/auto license, insurance, vehicle, access to public transportation, etc.)
- Unreliable child care
- Unstable living situation (homeless)

4

Agency

- Applicant for Social Security
- Involvement with NE Workers' Compensation
- No show for VR appointments
- Pending court case with the possibility of incarceration
- Previous unsuccessful case (What has changed?)
- Applied, eligible, or active services with DD or A & D Waiver

5

Work History

- Lack of or gaps in work history
- Past difficulties with work attendance
- Terminated from past employment
- Performance reports from school work sites, internships, work release centers, and employee reviews

6

Job Seeking

- Criminal history (theft, sex offender, DUI, assault, etc.)
- Lack of high school diploma/unsuccessful attempts at attaining a GED
- Lack of I-9 documents (Alien Registration card for non-citizens)
- Limited reading, writing, and oral skills
- Non-English speaking
- Internet access
- Unrealistic work expectations

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Job Keeping

- Difficulty adjusting to change
- Difficulty getting along with others
- Unstable medical condition
- Trouble following direction
- Low tolerance for stress
- Unacceptable work behaviors

Initial Meeting

a Guide for Staff

Understand the individual's experiences by asking open-ended questions to assess Job Readiness Factors and employment barriers.

1

Initiate VR Orientation

Provide an overview of VR process and services.

"What questions do you have as I review the information regarding VR Services?"

2

Understand the Individual's Situation

"What brought you to Nebraska VR today?"

Explore who referred and why to assess internal or external motivations for work.

"I see you were referred by _____. What are their expectations of your participation in VR services?"

"How are these expectations consistent with your goals?"

If a prior client, obtain the individual's perspective of the services provided. If case was closed unsuccessfully, explore what happened and what has changed.

3

Initiate the Initial Meeting

"What questions did you hope could be answered today?"

"In our meeting today we will be talking about..."

4

Explore Work Expectations

"What do you think it will take for you to become employed?"

"What have you done to find work?"

"Tell me about your experiences looking for a job?"

5

Discuss Work History & Personal Life

"Tell me about your work history."

"How has your impairment/disability/health condition affected your work/personal life?"

"What concerns do you have about working?"

6

Address Job Readiness Factors

- What Job Readiness Factors is the individual revealing?
- What Job Readiness Factors have you identified?
- Discuss the Job Readiness Factors to be addressed:
 - prior to application
 - throughout planning for the Individualized Plan for Employment (IPE)

7

Determine/Assess Eligibility

- Summarize your understanding of the individual's disability and how it affects work.
- Inform the individual of their eligibility or what information is needed to determine eligibility.

8

Summarize your understanding of the individual's disability and vocational limitations

- Complete one of the following two forms:
 - Summary of Initial Meeting
 - Next Steps/Action Planner form

9

Offer Opportunity to Sign an Application

Provide enough information for the individual to make an informed decision if they would like to apply for VR services.

"Would you like to apply for services now or would you like some time to think about it? It's alright if you wait."

10

Complete Application and Release Forms

- Complete and review the VR Application to include the terms, rights, and responsibilities.
- Obtain appropriate signatures for the VR Application, Release of Information, and other releases, as needed.
- Offer the applicant a copy of all completed documents

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Introduce Employment Planning Process

Provide informed choice by partnering with the client to provide vocational, disability, and labor market information during career exploration. Complete Benefits Orientation and authorize Benefits Assessment, as applicable.

Always develop next steps to keep the individual engaged in the process.

"Let's talk about the next phase of the program – employment planning."

There are several tools available to assist with the individualized planning process:

- Discovery Booklet
- Career Planning Preferences
- Initial Meeting to Next Step Guide
- Job Planning Factors
- Make Sure this Job is Right for You
- IPE Guide
- VR Profile for Supported or Customized Employment

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Provide Information and Referral to Other Programs

Assess the individual's needs, identify appropriate community resources and make referrals, as appropriate.

Utilize the Information and Referral to Other Programs form.

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Documentation

- Provide a summary of the Initial Meeting in the case file.
- Utilize Initial Meeting Questions form for guidance.