

Assessment Checklist

Name		NI Number	Date of check		
	Customer Success factors	Checked	Gap Identified Yes/No	Gap Addressed Yes/No	
Contact Details	Current telephone number held on LMS				
	Suitable e-mail address held on LMS				
Basic Skills	Basic skills screening				
CV/covering letter	Good Quality CV (checked against National Careers Service standards)				
	Good Quality Covering Letter checked against National Careers Service standards)				
	References available (with permission granted by referees)				
IT Skills	Access to Internet				
	Ability to use internet for jobsearch eg Ability to apply on-line, including up loading documents and using e-mail				
Job Skills	Positive motivation, belief, ambition and work ethic				
	Experience in 'the World of Work'				
	Experience of working in sector sought				
	Transferable skills Identified				
Job applications/ interviews	Ability to submit effective applications (including on-line)				
	Feedback obtained on applications				
	Ability to present self effectively at interviews				
	Feedback obtained on interviews attended				

Identifying suitable vacancies	Realistic knowledge of labour market			
	Knowledge of preferred employment sector			
	Ability to find suitable jobs to apply for, including on-line			
	Registered with Universal Jobmatch and access given to Adviser			
	Registered with appropriate employment agencies			
	Registered with National Apprenticeship Service (if appropriate)			
	Knowledge of transport options and costs and ability to use journey planners			
	Willingness to search/travel within 90minutes (or beyond)			
Claimant specific	Appropriate ID for type of work sought			
	Relevant certificates/licences seen (list on back page with expiry date)			
	Better off calculation			

Certificate/Licence	Expiry date	Checked

H K Thurlbeck

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