

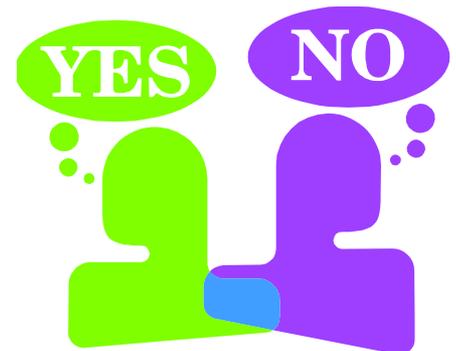
Employment Readiness Guideline



Customer & Staff Development Section
Navajo Nation Program of Self Reliance
Window Rock, Arizona

Five Criteria to Meet

- ▶ To place a Customer at a worksite, the following five criteria should be met first:
 - Did the Customer complete all Assessments? (TABE, BESI, PICS/ SII)
 - Does the Customer have a HS Diploma or GED certificate?
 - Does the Customer have a GE level of 8.0 or above?
 - Does the Customer have reliable transportation?
 - Does the Customer have adequate child care?



Job Readiness Steps

- ▶ **Step 1: Administer the ERA – Job Search Assessment to cover the five topic:**
 - Make Career Decisions
 - Using Labor Market Information
 - Preparing a Resume
 - Filling out Applications
 - Interviewing for Employment



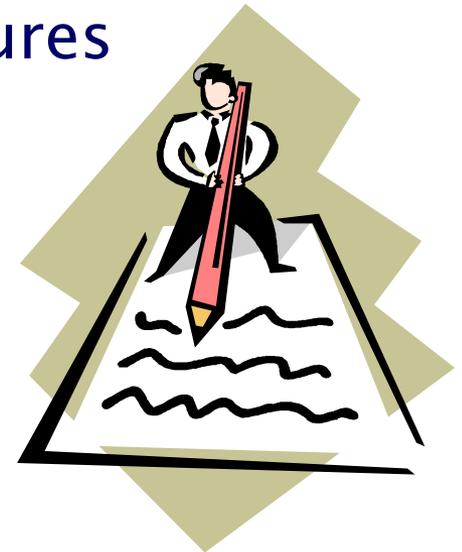
Job Readiness Steps

- ▶ **Step 2: Identifying Training Needs**
 - Based on the ERA/JSA results, the EDS will recommend training sessions per Customer.
- ▶ **Step 3: Strong Interest Inventory**
 - The EDS will interpret the SII results with the Customer one-to-one



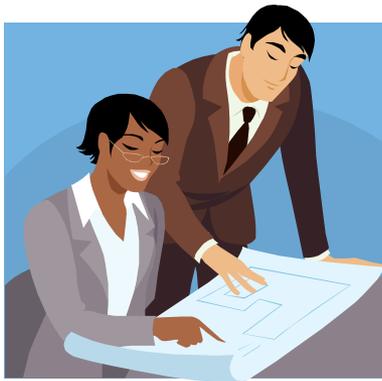
Job Readiness Steps

- ▶ **Step 4: Employer Contact**
 - EDS will negotiate a worksite agreement with an employer who matches the Customer's career decision
- ▶ **Step 5: Completing Worksite Agreement**
 - EDS will then complete a worksite agreement and make it official with necessary signatures



Job Readiness Steps

- ▶ **Step 6: Customer to begin Work Activity**
 - Upon completion of all agreements and signatures, Customer will begin work experience at designated work station.



Job Readiness Steps

- ▶ **Step 7: Administer the ERA/Job Skills Assessments to cover six topics:**
 - Maintaining Regular Attendance
 - Being Consistently Punctual
 - Demonstrating Positive Attitude/Behavior
 - Presenting Appropriate Appearance
 - Exhibiting Good Interpersonal Relations
 - Completing Tasks Effectively



Job Readiness Steps

▶ Step 8: Follow up

- EDS will continue to follow up on progress, potential job placement, concerns, disputes, amendments and areas of concerns.
- EDS will continuously make recommendations to the SCW on next steps if necessary

3 Guideline Components



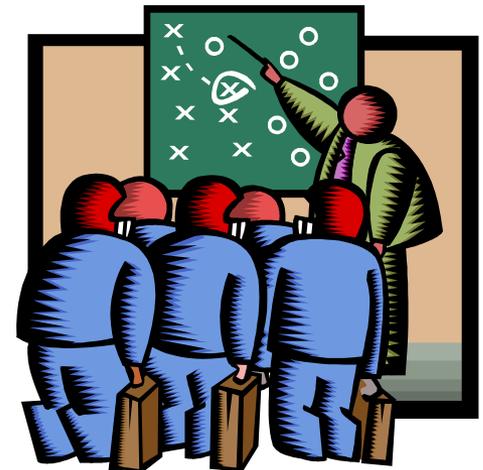
1. Employer Orientation
2. Employment Readiness Assessments
3. Customer Training

- ▶ There are three components that are comprehensively described:



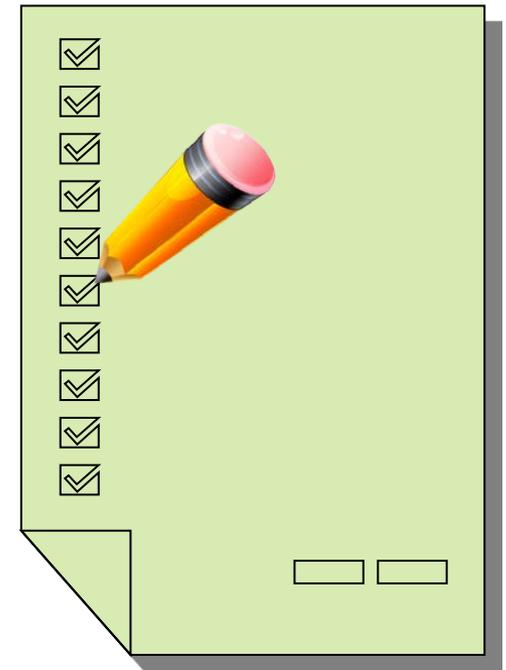
Employer Orientation

- ▶ The Employer Orientation will cover the following:
 - What Employers want
 - Program Goals
 - Tax credit for employers
 - Worksite Agreement Process
 - Work Participation Time sheet
 - Opportunities from Employers



Employment Readiness Assessment

- ▶ **There are two sections of this assessment:**
 - ERA/Job Search Assessment
 - This assessment is given before the Customer is placed at the worksite
 - ERA/Job Readiness Assessment
 - This assessment is given 10 days after the Customer begins his/her work activity



Customer Training

Preparing for Employment

Training Sessions

Making Career Decisions
Using Labor Market Information
Preparing a Resume
Filling out Application
Interviewing for Employment

Skills to Staying Employed

Training Sessions

Maintaining Regular Attendance
Begin Consistently Punctual
Demonstrating Positive Attitudes/Behaviors
Presenting Appropriate Appearance
Exhibiting Good Interpersonal Relations
Completing Tasks Effectively

