

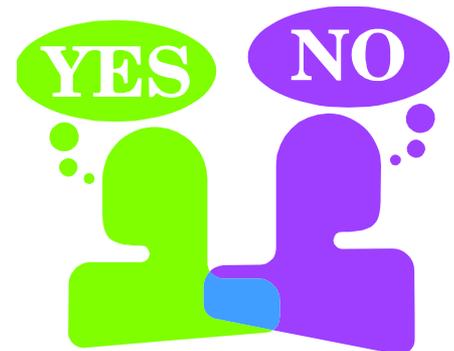
# Employment Readiness Guideline



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



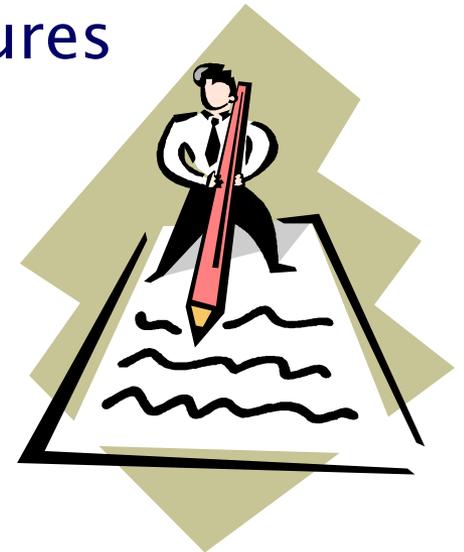
# Job Readiness Steps

- ▶ **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



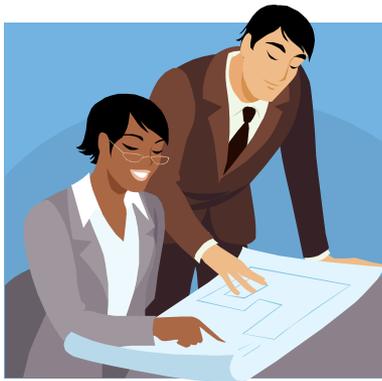
# Job Readiness Steps

- ▶ **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



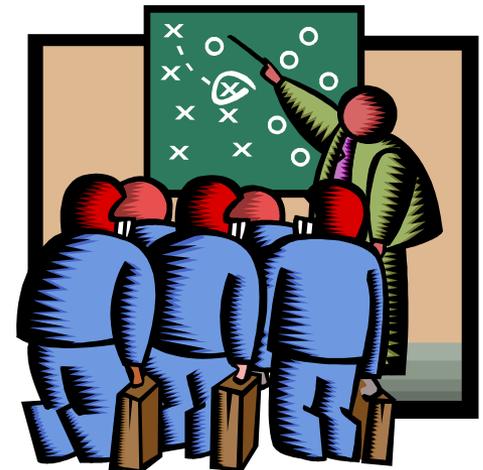
1. Employer Orientation
2. Employment Readiness Assessments
3. Customer Training

- ▶ There are three components that are comprehensively described:



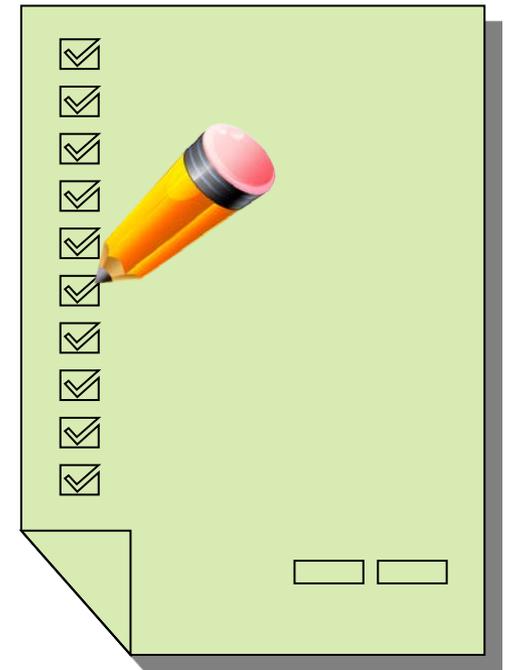
# Employer Orientation

- ▶ 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

