



Testing concepts through a Pilot in one office - Utah

Definition of a Work Ready Job Seeker

A work ready job seeker:

- is able, available and qualified for employment;
- uses effective job searching techniques;
- has a well written accurate resume/master application;
- interviews effectively;
- communicates well, both verbally and non-verbally;
- maintains a professional image.

Is Able, Available and Qualified for Employment

What Good Looks Like	Mediated Question
A job seeker meets the minimum skills, level of work experience, education, physical capacity, and BCI requirements stated by the employer in the job description. The job seeker has reliable transportation, child care, and other resources to obtain and maintain employment.	1. Do you meet all qualifications as specified by the employer for the job for which you wish to apply?
	2. What would you need to do to start a job tomorrow? (child care, transportation, clothing, I.D., Social Security Card or food handler's permit)

Uses Effective Job Searching Techniques

What Good Looks Like	Mediated Question
A job seeker is able to use multiple resources for exploring job leads; for example, jobs.utah.gov registration, direct employer contact, networking, online, cold (phone) calls, newspaper, independent agency, or other.	1. Job search is most effective when using multiple techniques. How do you locate employers that are hiring? Direct Contact (Door to Door), Networking, Online, Cold Calling (Phone Call), Newspaper, Independent Agency, Other.

Has a Well Written, Accurate Resume/Master Application

What Good Looks Like	Mediated Question
<p>A job seeker has a written document of skills, accomplishments, work and educational history that are individualized to reflect the details contained in a specific job description. Spelling, grammar and syntax are correct.</p>	<p>1. Do you have a current resume/application?</p>
	<p>2. Do you change your resume to meet the needs of each employer?</p>
	<p>3. How many employer call backs have you received in response to your resume/application in the last 30 days?</p>

Interviews Effectively

What Good Looks Like	Mediated Question
<p>A job seeker displays a professional image (dress, clean, well-groomed), and positive non-verbal skills (good eye contact, posture, attentiveness). Job Seeker researches and demonstrates knowledge of the employer in the job interview. Job Seeker answers questions completely and concisely, provides solid examples to substantiate responses (utilize Situation, Action, Result process), and follows other interviewing strategies as taught in DWS Interviewing workshop.</p>	<p>1. How long have you been job searching?</p>
	<p>2. How many times have you interview in the last 30 days?</p>
	<p>3. Do you research employer information before you interview?</p>
	<p>4. Do you feel prepared and able to answer interview questions with examples?</p>

Communicates Well, Both Verbally and Non-Verbally

What Good Looks Like	Mediated Question
<p>A job seeker understands how to clearly communicate with customers, co-workers, and management, and demonstrates appropriate language, pronounces words clearly, answers questions directly, uses proper grammar, makes eye contact, uses appropriate body language, and avoids nervous behaviors.</p>	<p>1. Based on observation, can the job seeker positively communicate employment related and appropriate attributes (consider grammar and language, speech and tone, and body language)?</p>

Maintains a Professional Image

What Good Looks Like	Mediated Question
<p>A job seeker successfully presents themselves with good hygiene, appropriate dress, positive communication including a professional electronic image (blog, Facebook, telephone ringback, voicemail, email address, etc.).</p>	<p>1. Based on observation, does the job seeker successfully present themselves with good hygiene and employment appropriate dress?</p>
	<p>2. Employers often complete online searches on prospective employees, would an online search provide a professional image of you?</p>
	<p>3. Do the methods employers use to contact you convey a professional image (voicemail message, ringback tone, email address)?</p>