

Academy for Nursing and Health Occupations Work Readiness I Checklist

Student Name: _____

Program: _____ Cycle: _____

Module	#	Competencies	Pass	Fail
Communication Skills	1	Demonstrates ability to read and understand written word Demonstrates ability to follow written directions Demonstrates ability to read out loud in front of group Demonstrates ability to utilize a table of contents effectively Demonstrates ability to listen actively Demonstrates ability to observe critically		
Lifelong Learning Skills	2	Understands he/she is responsible for own learning Understands rudimentary knowledge of computerization (including: use of internet, word processing, etc.) Understands use of photocopy machine, FAX machine, etc.		
Pre-Employment	3	Understands requirements of job search methods and sources Understands the need for writing an effective resume Understands need for completing a job application properly Understands the importance of effective interviewing skills		
Interpersonal Skills	4	Understands and demonstrates customer service skills. Understands ability to recognize client needs. Cooperates with others; resolves conflicts and negotiates		
Writing	5	Understands ability to write (e.g.: an effective cover letter or an effective customer letter)		
Job Skills I	6	Understands the concepts of Job Skills I (Work Maturity) basics (Attendance, punctuality, professional grooming and dress, reliability in completing tasks on time, etc.)		
Job Skills II	7	Understands the concepts of Job Skills II (Employability) basics (Interpersonal Skills with co-workers and supervisors; General human relations skills; etc.)		
Basic Math	8	Understands Math (Basic Addition, Subtraction, Multiplication, Division, Fractions, Decimals and Percents)		
General Basics	9	Understands Work Place Basics (flexibility, stress management, sound judgment, completion of tasks, taking responsibility)		
Decision Making	10	Solves problems and makes decisions		

Student Signature

Instructor Signature

Sample Employment Application Form

**PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE**

APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4.

DATE _____

Name _____
Last First Middle Maiden

Present address _____
Number Street City State Zip

How long _____ Social Security No. _____ - _____ - _____

Telephone < _____) _____

If under 18, please list age _____

Position applied for (1) _____
 and salary desired (2) _____
 (Be specific)

Days/hours available to work
 No Pref Thur _____
 Mon _____ Fri _____
 Tue _____ Sat _____
 Wed _____ Sun _____

How many hours can you work weekly? _____ Can you work nights? _____

Employment desired FULL-TIME ONLY PART-TIME ONLY FULL- OR PART-TIME

When available for work? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

HAVE YOU EVER BEEN CONVICTED OF A CRIME? No Yes

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

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INFORMATION
REQUESTED EXCEPT
SIGNATURE

APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER'S LICENSE? Yes No

What is your means of transportation to work?

Driver's license
number _____ State of issue _____ Operator Commercial (CDL) Chauffeur
Expiration date _____

Have you had any accidents during the past three years? How many? _____

Have you had any moving violations during the past three years? How Many? _____

OFFICE ONLY

Typing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ WPM	10-key	<input type="checkbox"/> Yes <input type="checkbox"/> No	Word Processing	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ WPM
Personal Computer	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____ PC _____ Mac	Other Skills	_____			

Please list two references other than relatives or previous employers.

Address _____ Address _____

Telephone () _____ Telephone () _____

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.

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INFORMATION REQUESTED
EXCEPT SIGNATURE**

APPLICATION FOR EMPLOYMENT

	MILITARY	
HAVE YOU EVER BEEN IN THE ARMED FORCES?	Yes	No
ARE YOU NOW A MEMBER OF THE NATIONAL GUARD?	Yes	No
Specialty	Date Entered	Discharge Date

Work Experience Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, *give* firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From	Start
		To	Final
Your last job title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From	Start
		To	Final
Your Last Job Title			
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

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APPLICATION FOR EMPLOYMENT

Work experience Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	Your last job title		
Reason for leaving (be specific)			
List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.			

May we contact your present employer?

Sample Application Completion

The sample application is to be completed in its entirety. It must be completed in ink; it must be neat, accurate and appropriate

Grading:

Up to 5 points for spelling and neatness

Up to 5 points for content

Total Points Available = 10

Sample Cover Letter

Name
Address
City, State, Zip
Telephone Number
email address

Name
Title
Company
Address
City, State, Zip

Date

Dear _____

I am responding to your advertisement in The City Tribune (dated 1/20/00), regarding the Pharmaceutical Representative position. Please find enclosed my resume showing my education, experience, and background.

I have over 7 years' experience in the sales and marketing field, and 3 years' experience as an LPN staff nurse.

Throughout my sales and marketing career I won top sales awards, and trained other sales representative's specific sales techniques to increase their sales. I enjoy working with the public, as well, demonstrating products, and educating others in their uses. I believe I would excel in pharmaceutical sales because I truly find sales a challenging and rewarding career; as well, my nursing background offers an advantage in better understanding the products I would sell.

May I arrange an interview to further discuss my qualifications? I am available for an interview at a mutually convenient time.

Thank you for your time and consideration.

Sincerely,

Sally B. Doe

Grading:

Up to 10 points for grammar, spelling, content, neatness & appropriateness

Sample Resume Outline

At the Top of the Page

- Your name
- Home address
- Home phone number
- Professional phone number (when appropriate)

Education

- List from most recent school to High School

Work Experience

- Include postgraduate training from most recent position to first position
- List other work experiences if relevant

Special Skills

- List special attributes such as foreign languages, computer skills, procedural skills

Honors and Awards

- List from most recent to least, professional or academic awards, scholarships

Extracurricular Activities

- Areas of interest, such as sports, hobbies or non-medical organizations

Grading:

Up to 5 points for grammar & spelling

Up to 10 points for content

Up to 5 points for neatness

Total Points Available = 20

Sample Reference List

Your Name
Street Address
City, State, Zip
Phone, Cell Phone

REFERENCES:

Name Title
Company
Address
City, State, Zip
Phone
Cell Phone

Name Title
Company
Address
City, State, Zip
Phone
Cell Phone

Name Title
Company
Address
City, State, Zip
Phone
Cell Phone

Grading:

Up to 5 points for completeness,
spelling, content, neatness

Sample Thank You Note

Dear Mr./Ms. Last Name:

I sincerely enjoyed meeting with you yesterday and learning more about the "Position at Employer".

Our conversation confirmed my interest in becoming part of "Employer's staff". I was particularly pleased at the prospect of being able to _____, and develop _____. I feel confident that my experiences both in the workplace and in the classroom would enable me to fill the job requirements effectively.

Please feel free to contact me if I can provide you with any further information. I look forward to hearing from you, and thank you again for the courtesy you extended to me.

Sincerely,

Grading:

Up to 5 points for an appropriate Thank You note with correct spelling, punctuation, quality and completeness.

Academy for Nursing and Health Occupations

Preparing for the Interview ...

Research the company or agency you are interviewing with and....

- **Understand Their Core Values and How They Apply to You**

For example, one of their core values is Customer Success. Every employee has customers, whether they are internal or external. This area focuses on passion for the mission and mission success, and encourages employees to do the right thing for the customer. Your interviewer will be interested in your past experiences impacting customer success.

- **Understand Their Company and Their Work**

In addition to understanding their core values, it is important to be familiar with their business prior to your interview. You can learn about the company by exploring their website and exploring all of the information available. Remember to read news releases to learn about recent contract wins, awards, or the latest developments throughout the company. It will also help to research the Web for information about the industry, the competitive marketplace, and the specific competitors. If you know a current employee, contact them to learn even more.

- **Practice Your Answers to Interview Questions**

Review the specific position description and make a list of questions you think the interviewer might ask. Spend time thinking about your responses. Be straightforward. Have specific responses prepared. Be sure to highlight experiences where you have demonstrated accomplishments related to the position for which you are interviewing.

- **Ask Questions**

Be prepared with a few questions for your interviewer or recruiter. Through your research and your position of interest, you should be able to easily craft 2-3 questions. Asking focused questions shows that you are interested, ambitious, and that you are prepared.

- **Be Energetic and Enthusiastic**

An excellent way to make yourself stand out is to be especially prepared and engaged during your interview. Candidates who demonstrate enthusiasm and knowledge of their desired position are more likely to be noticed and remembered by an interviewer who may speak with multiple candidates in one day.

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Behavior Based Interview Question Examples

**Describe a time when you were faced with a stressful situation that demonstrated your coping skills.

Give me a specific example of a time when you used good judgment and logic in solving a problem.

Give me an example of a time when you set a goal and were able to meet or achieve it.

Give me a specific example of a time when you had to conform to a policy with which you did not agree.

Tell me about a time when you had to go above and beyond the call of duty in order to get a job done.

**Tell me about a time when you had too many things to do and you were required to prioritize your tasks.

Give me an example of a time when you had to make a split second decision.

**What is your typical way of dealing with conflict? Give me an example.

Tell me about a time you were able to successfully deal with another person even when that individual may not have personally liked you (or vice versa).

Tell me about a difficult decision you've made in the last year.

Give me an example of a time when something you tried to accomplish and failed.

Give me an example of when you showed initiative and took the lead.

Tell me about a recent situation in which you had to deal with a very upset customer or co-worker.

Give me an example of a time when you motivated others.

Tell me about a time when you delegated a project effectively.

Give me an example of a time when you used your fact-finding skills to solve a problem.

Tell me about a time when you missed an obvious solution to a problem.

Describe a time when you anticipated potential problems and developed preventive measures.

Tell me about a time when you were forced to make an unpopular decision.

Describe a time when you set your sights too high (or too low).

****Why should we hire you?**

Talk about an accomplishment from the past year that you are most proud of. Why?

Talk about one of your failures and what you learned from it.

Describe your strongest communication skill.

Do you consider yourself a leader? Why?

Describe a situation where you used your creativity to solve a problem.

What are your greatest strengths?

What is your greatest weakness?

****Talk about your customer service experience.**

How do you prioritize your work to meet deadlines?

How do you keep track of things you need to do?

Why are you interested in working for "Agency X"?

How do you deal with stress?

What aspect of the position you are interviewing for would be the most difficult for you?

****These are homework questions that must be answered in writing and submitted to your instructor prior to the Mock Interview.**

Grading:

Up to 1 Points for each answer based on quality and completeness of answer, for a total of 5 points.

Academy for Nursing and Health Occupations
Mock Interview Evaluation

Class: _____

Name: _____

Date: _____

Mock Interview (Total of 10 Points):

Criteria	Comment	Possible Points	Actual Points
Appearance is professional (includes jewelry, make-up, clothing, hair style)		2	
Attitude is appropriate and professional (decorous, knowledgeable, respectful, tone of voice)		2	
Questions and Responses to questions are appropriate and demonstrate knowledge, professionalism		6	
		Total Score	

Thank You Note (Total 5 Points)

Thank you note is written and is appropriate		5	
		Total Score	

Additional Comments by Instructor:

Instructor Signature

Date

Academy for Nursing and Health Occupations
Student Job Search Interview Verification

Student Name: _____

Instructor Name: _____ Class: _____

Document all agencies where interview has taken place:

Name of Agency/Company: Address: Telephone Number: () _____ - _____ Position Interviewed for: Interview Date: _____ Interview With: Name/Title: _____ Thank you note written (attach copy): Follow-up/Outcome:

Name of Agency/Company: Address: Telephone Number: () _____ - _____ Position Interviewed for: Interview Date: _____ Interview With: Name/Title: _____ Thank you note written (attach copy): Follow-up/Outcome:

Name of Agency/Company: Address: Telephone Number: () _____ - _____ Position Interviewed for: Interview Date: _____ Interview With: Name/Title: _____ Thank you note written (attach copy): Follow-up/Outcome:

3 Interviews are expected. The student achieves 5 Points for each interview for a maximum of 15 points. (See Work Readiness II Checklist for final grade determination).

Academy for Nursing and Health Occupations Work Readiness II Checklist

Name: _____

Class: _____

Work Readiness II Elements	Available Points	Actual Points
1. Resume completed and acceptable	20	
2. Application is complete/neat/correct	10	
3. Cover Letter sample is complete/neat/appropriate	10	
4. Reference list is complete/neat/appropriate/correct	5	
5. Thank you note sample is complete/neat/appropriate	5	
6. Interview Homework Assignment is complete	5	
7. Mock Interview successfully concluded	10	
8. Job Search documented and appropriate (3 interviews @ 5 points each)	15	
9. Training related job attained and properly documented and verified	20	
Total Points	100	

Work Readiness II Elements (continued)	Yes	No	Needs Improvement
10. Consistently Punctual			
11. Demonstrates Positive Attitude/Behavior Conducts self properly, Participates actively in class, Is dependable, Accepts/completes assignments, Assumes responsibility			
12. Presents appropriate appearance Dresses appropriately, Avoids negative/distracting habits Has neat/clean/healthy appearance, Conforms to dress code			
13. Completes tasks effectively Follows Directions, Seeks help as needed, Completes tasks timely & thoroughly, Performs fair share of work			
14. Exhibits good interpersonal skills Interacts w/instructor appropriately; Accepts constructive criticism; Interacts with others appropriately; Shows respect for people and property; Speaks well in public.			
15. Successful in Training Related Job			

Instructor Signature

Date

Student Signature

Date

Academy for Nursing and Health Occupations
Required Student Demographic and Employment Information

Month:		Year:	Class Name:	
Student Name (Print):		!Last 4 SSN:I		
Home Address:				
Email Address:				
Facebook Acct.:				
Telephone	Home		Cell:	
Emergency Contact Name:			Phone:	
Emergency Contact Name:			Phone:	

IF EMPLOYED - COMPLETE THE FOLLOWING

Employer Name:				
Address:				
Telephone:		Supervisor/Contact:		Title:
Your Job Title:			Your Start Date:	
Hours/Wk: Last Increase:	Wage/Hr:	Date of Last Increase:	Amount of	

Job Offers Fringe Benefits:	Y	N
Job is covered by Unemployment Insurance:	Y	N
Training Related Placement:	Y	N

For Office Use Only

Job Verification:

With: _____

By: _____

Date: _____

My Signature below indicates the above information is true and correct:

_____ Student Signature/Date _____ Faculty Initials/Date

**IF ANY OF THE ABOVE INFORMATION HAS CHANGED,
CHECK HERE € AND COMPLETE A NEW FORM**

My signature below certifies that the above information has not changed:

Month/Year	Student Signature	Month/Year	Student Signature

TRAINING PROVIDER OUTCOME FORM

RETURN TO: _____ SERVICE CENTER: _____ CLASS # _____

PARTICIPANT INFORMATION	SERVICE PROVIDER INFORMATION
Name: _____	Institution: _____
Four Digits of SSN: _____	Phone: _____
Current Address: _____	Staff Person Completing Form: _____
_____	Date: _____
Current Phone #: _____	

COMPLETED TRAINING	DID NOT COMPLETE
Date Completed	Date Withdrawn
# Hours Completed	# Hours Attended
Certificate/Credential Received (Attach copy)	
Date of licensing Test	Results: _____

OTHER OUTCOMES

POSITIVE (especially youth)	NEGATIVE
Entered Post Secondary School (AA/BA programs) (not using WIA funds)	Problems with Family Care or Child Care
	Problems with Transportation
	Cannot Locate
Entered Advanced Training (Voc Tech) (not using WIA funds)	
	NEUTRAL
Military Service	Institutionalized (prison or hospital)
Apprenticeship Training	Health/Medical Problems
Remained in School (Youth Only)	Death

PLACEMENT INFORMATION: Verified with (name & title):

Entered Employment	Y N	Called Back to Previous Job	Y N
Employer Name: _____		Job Title: _____	
Address: _____		DOT CODE: _____	
City/State/Zip _____		Start Date: _____	
Phone: _____		Hours/WK _____ WAGES/WK _____	
Offers Fringe Benefits?	Y N	Training Related Placement?	Y N
Covered by Unemployment Insurance?	Y N	Non-Traditional for Women?	Y N

Customer sign and date: _____ Provider sign and date: _____

PRIVACY ACT STATEMENT Disclosure of your social security number is voluntary; it is requested however, pursuant to Section 119.071(5)(a), Florida statutes for the administration of WIA programs, and will be used in assessing and reporting program performance and accountability to the federal government.

WIA-018 Training Provider Outcome Form, Issue 2, 7/6/2009

An Equal Opportunity Employer/Program - Auxiliary aids and services are available upon request to individuals with disabilities. All voice telephone numbers may be reached by persons using TTY/TDD equipment via the Florida Relay Service at 711.

Visit the Workforce Alliance web site - w11h.pbcalliance.com

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