



CAREER SUCCESS ASSESSMENT INFORMATION

Name: _____ Date: ____/____/____ Last 4 SSN: _____

- 1. Most Recent Employer: _____ Job Title: _____ Years on Job: _____
- 2. Next Employer: _____ Job Title: _____ Years on Job: _____
- 3. Next Employer: _____ Job Title: _____ Years on Job: _____

4. High School Graduate? ____ Highest Grade Completed? ____ Did you attend Vocational School and/or College? ____

5. If "Yes to Voc School/College – List Degree / Field of Study / Date Graduated? _____

6. What is your specific short-term (less than a year) occupational career goal/interest? _____

A short term goal is something you are skilled for and can do within the next 12 months. Your entry should be in the form of a specific occupation – for example: "Plumber" or "Teacher's Aid" or "Chef" or "Construction Worker"

Do you have all the skills and abilities you need to do this job? ____ Yes ____ No

If No – What Skill(s) are you missing? _____

7. What is your specific long-term (a year or more) occupational career goal/interest? _____

A long term goal is something you could obtain training for and transition into. Your entry should be in the form of a specific occupation – for example: "Plumber" or "Teacher's Aid" or "Chef" or "Construction Worker"

Do you have all the skills and abilities you need to do this job? ____ Yes ____ No

If No – What Skill(s) are you missing? _____

8. In the past 6 months – have you taken any assessment tests administered by a school or training center? ____ Yes ____ No

If Yes – Please list the test(s) and the school where they were administered _____

9. What do you see as your **greatest strengths**? Strengths are things that will likely help you find and keep a job.

For Example: "I can use Employ Florida" - "I have an up-to-date resume" - "I am a good communicator" - "I am patient"
"I have 15 years' experience as a bank teller" - "I have reliable transportation" - "I can use a computer"

Strength #1: _____ Strength #2: _____

Strength #3: _____ Strength #4: _____

10. What do you see as your **greatest challenges**? Challenges are things related to your job search situation that might limit or negatively impact your ability to find and keep a job. These are things CareerSource might help you resolve.

For Example: "I have not interviewed in 10 years" - "I don't have a resume" - "I don't have a High School Diploma/GED"
"I don't know how to use Employ Florida" - "I don't have reliable transportation" - "I don't have a computer"

Challenge #1: _____ Challenge #2: _____

Challenge #3: _____ Challenge #4: _____

11. What **specific interests** do you possess that might help you identify the type of work you are interested in or might be good at? An interest is an area, action or topic you enjoy and want to learn or know more about.

For Example: "Computing and the Internet" - "Solving Problems or Brain Teasers" - "Volunteer Work"
"Boy Scouting – Mentoring Young People" - "Fitness – Being Active" - "Mechanics – Working with My Hands"

Interest #1: _____ Interest #2: _____

Interest #3: _____ Interest #4: _____

12. What specific **job related skills and abilities** do you possess that will help you find and keep a job? A skill is the ability to do something well. It might be something that an employer would want to see in a good employee.

For Example: "Communication Skills" - "Leadership Skills" - "Computer Skills" - "Team Working Skills"
"Typing Skills" - "Time Management Skills" - "Organizing Skills" - "Creative Thinking Skills"

Skill/Ability #1: _____ Skill/Ability #2: _____

Skill/Ability #3: _____ Skill/Ability #4: _____

13. What do you see as your **greatest aptitudes**? Everyone is born with certain natural abilities or **aptitudes** that can be developed to make you special. **Aptitudes** are natural talents and/or special abilities for doing, or learning to do, certain kinds of things easily and quickly.

For Example: "Mechanical aptitude" - "Musical aptitude" - "Artistic aptitude" - "Logical aptitude"
"Numerical aptitude" - "Clerical aptitude" - "Spatial aptitude" - "Verbal aptitude" - "Physical aptitude"

Aptitude #1: _____ Aptitude #2: _____

Aptitude #3: _____ Aptitude #4: _____

14. Are you able to **read & understand** information from basic text (books, newspapers and online articles)? ___ Yes ___ No

Comment: _____

15. Are you able to **write basic sentences** which communicate your thinking on a topic or subject? ___ Yes ___ No

Comment: _____

16. If "No" to questions 14 and/or 15 – Would you like to be referred to an Adult Literacy Program? _____

17. Are you able to use basic mathematics to correctly **add, subtract, divide and multiply** numbers? ___ Yes ___ No

Comment: _____

18. If "No" to question 16 – Would you like to be referred to an Adult Basic Skills Program? _____

19. Are you able to **communicate (speak) effectively** using the English Language? ___ Yes ___ No

Comment: _____

20. If "No" to question 18 – Would you like to be referred to an ESOL Program? _____

21. What specific **Supportive Services** do you need help with? Check ALL That Apply...

- My Resume/Cover Letter
- Finding Employment
- Finding Employment as an Ex-Offender
- Finding Employment with a Disability
- Preparing for an Interview
- Career Planning for the Future
- Finding a Federal, State or Local Government Job
- Finding a Professional Job
- Receiving Veteran's Services and Information About Veteran's Benefits
- Measuring/Improving My Skills in Excel, Word, Outlook or PowerPoint
- Information on Education and Training Opportunities (Real World and/or On-Line)
- Learning About Computers and/or Improving My Computer Skills
- Finding Services for Young Members of My Family
- Finding Services for Seniors in My Family
- Finding Emergency Services (Housing, Food, Clothing, Medical, Mental Health etc.)
- Improving My English Skills
- Other...Tell Us What Other Help You Need: _____



Thinking about the services you checked. Which ones are the most important to you? Circle those services you think are most important and we will work together on those FIRST!