



# 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...

- |   |   |
|---|---|
| <input type="checkbox"/> My Resume/Cover Letter         | <input type="checkbox"/> Measuring/Improving My Skills in Excel, Word, Outlook or PowerPoint      |
| <input type="checkbox"/> Finding Employment             | <input type="checkbox"/> Info on Education and Training Opportunities (Real World and/or On-Line) |
| <input type="checkbox"/> Finding Ex-Offender Services   | <input type="checkbox"/> Learning About Computers and/or Improving My Computer Skills             |
| <input type="checkbox"/> Finding Disability Services    | <input type="checkbox"/> Finding Services for Young Members of My Family                          |
| <input type="checkbox"/> Preparing for an Interview     | <input type="checkbox"/> Finding Services for Seniors in My Family                                |
| <input type="checkbox"/> Career Planning for the Future | <input type="checkbox"/> Finding Emergency Services (Housing, Food, Clothing, Mental Health etc.) |
| <input type="checkbox"/> Improving My English Skills    | <input type="checkbox"/> Finding a Federal, State or Local Government Job                         |
| <input type="checkbox"/> Finding a Professional Job     | <input type="checkbox"/> Receiving Veteran's Services/Info on Benefits                            |

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!

Permission to Create and/or Update an Employ Florida Registration/Profile

CareerSource Citrus Levy Marion (CSCLM) uses the **Employ Florida** jobs database to match job candidates with available and open job vacancies. Please check "Yes" and sign below to grant CSCLM permission to either create a new registration in Employ Florida for you or to update and bring current an existing one. If you decline permission please check "No".

Yes  No Job Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_