

HVRP Manual Sample Forms

*This a sample form and **does not** mean NVTAC or US DOL-VETS endorses this form as required, or as an approved form. This form was one of many that were collected from service providers and is only intended to help program planners develop forms and tools that will serve the needs of their program.*

ASSESSMENT SHEET (General Info)

Name/SSN/Phone/Address/Birthdate:

Idaho Resident:

Size of Family (number in household):

Education Level:

Employment Status:

Transportation situation:

Draft Registrant

Driver's license:

Disabilities:

Background info (is there anything in your background that could pose a barrier to getting a job?)

Have you ever been involved in any programs such as this before?

If so, what was the outcome?

Financial Support and Situation Information (inquire about: Any earned or unearned \$ coming in, additional family income such as spouse, housing, transportation, driver's license, childcare situation), and do they have a strong support system in family, friends, etc:

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Income:

Outgo:

Have you sought any other sources of assistance? (Financial Aid, Health & Welfare, Idaho Housing, Community Action Agency, etc

What are your employment goals at this time?

Why are you seeking assistance through WIA (may be the same as above)?

What led you to choose this goal?

Other areas of interest in regards to employment:

What don't you want to do?

What wages do you feel you need to earn to make ends meet, bare minimum?

Strategy: What steps have you taken so far or do you plan to take to achieve your employment goals (are you registered w/job service, taking referrals, been on interviews, explored the labor market, seeking financial assistance, etc)?

Do you have a resume & some good references?

How do you feel about your interviewing skills?

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Do you have any special licenses, training, certifications, etc?

Why do you feel you have been unable to obtain (or retain) a job at this time?

Any other personal or professional information that you would like to share?

What areas of your work habits would you like to improve upon?

Can you recall a goal you've reached that you had to plan and overcome obstacles to achieve (describe)?

Describe a time when you had difficulty with a manager or coworker and how you handled that?

******Briefly have them discuss work history starting w/their first job. What is your previous work experience (Does not have to be exact dates, just approximate time, try to start with their first job, how long they did the job, whether or not they liked the job, what they earned and how the job ended briefly).**