

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.*

Overcoming Identified Barriers/Needs

Employment Goal _____

Instructions: Referenced information may be supplemented by other sources (e.g., interview, observation, intake, surveys, questionnaires, etc.) to determine needs for service/training in the categories listed below.

BASIC SKILLS	JOB KEEPING	OCCUPATIONAL	JOB GETTING
<input type="checkbox"/> Does not have a high school diploma or GED. <i>Ref: Inventory of Employment/Training Issues(IE/TI),sec. I</i> <input type="checkbox"/> Has a reading grade level at or below 8.9. <i>Ref: Test Score Sheet</i> <input type="checkbox"/> Has a math grade level at or below 8.9. <i>Ref: Test Score Sheet</i> <input type="checkbox"/> Does not speak English fluently. <i>Ref: Self-Report</i>	<input type="checkbox"/> Has not worked full-time (32+ hours a week) for at least ninety (90) days with one employer in the past year. <i>Ref: Employment History</i> <input type="checkbox"/> Has been fired from a job. <i>Ref: IE/TI, sec.II</i> <input type="checkbox"/> Has had problems with supervisors/co-workers in past. <i>Ref: IE/TI, sec. II</i> <input type="checkbox"/> Personal problems have interfered with employment in past. <i>Ref: IE/TI, sec II</i>	<input type="checkbox"/> Has no job experience in the stated employment goal. <i>Ref: Employment History; IE/TI, sec. I & II</i> <input type="checkbox"/> Skills not adequate to obtain or retain job, or be promoted to self-sufficient salary in stated employment goal. <i>Ref: Employment History; IE/TI, sec.II</i> <input type="checkbox"/> Has not successfully completed training or certification in the stated employment goal. <i>Ref: Employment History; IE/TI, sec. I & II</i>	<input type="checkbox"/> Has not searched for a job in several years. <i>Ref: Employment History; IE/TI sec. II</i> <input type="checkbox"/> Has a history of underemployment. <i>Ref: Employment History</i> <input type="checkbox"/> Is unable to find suitable employment regardless of having marketable skills. <i>Ref: Employment Hist.; IE/TI, sec. II</i>
<p>Total of 1 or more checks indicates need for assistance.</p> <p>Needs Assistance: YES__ NO__</p>	<p>Total of 1 or more checks indicates need for assistance.</p> <p>Needs Assistance: YES__ NO__</p>	<p>Total of 1 or more checks indicates need for assistance.</p> <p>Needs Assistance: YES__ NO__</p>	<p>Total of 1 or more checks indicates need for assistance.</p> <p>Needs Assistance: YES__ NO__</p>

Services and Training

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<input type="checkbox"/> Adult Educ/Lit. Activities <input type="checkbox"/> Basic Skills/Lit. Activities _____ _____ _____	<input type="checkbox"/> Work Experience <input type="checkbox"/> Short-Term Pre-Voc. Services <input type="checkbox"/> Workshops/Job Clubs <input type="checkbox"/> Job Readiness Training _____ _____	<input type="checkbox"/> Occupational Skills Trng. <input type="checkbox"/> Customized Trng. <input type="checkbox"/> OJT <input type="checkbox"/> Entrepreneurial Trng. <input type="checkbox"/> Internship <input type="checkbox"/> Private Sector Training <input type="checkbox"/> Skill Upgrade <input type="checkbox"/> Work Experience	<input type="checkbox"/> Short-Term Pre-Voc. Services <input type="checkbox"/> Workshops/Job Clubs <input type="checkbox"/> Job Readiness Trng. <input type="checkbox"/> Job Search _____ _____
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Participant Signature

Date

Case Manager Signature

Date