

NORTH CAROLINA Senior Community Service Employment Program

PARTICIPANT NEEDS ASSESSMENT

Applicant/Participant's Name:	Date:	
Interviewer Name:	Date:	
Background & Work History		
List the types of jobs or other experience that the applicant/participant had in the past:		
List the skills that have been acquired from these jobs and/or experience:		
List any other relevant hidden or transferable skills or abilities of the applicant/participant:		
Jobs Goals & Qualifications		
First job in which applicant/participant is interested:List the qualifications for this job:		

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Does applicant/participant meet these qualifications? ☐ Yes ☐ No If not, list what can be done to help the applicant/participant meet the qualifications:
Second job in which applicant/participant is interested:
Does applicant/participant meet these qualifications? ☐ Yes ☐ No If not, list what can be done to help the applicant/participant meet the qualifications:
Third job in which applicant/participant is interested:
Does applicant/participant meet these qualifications? ☐ Yes ☐ No If not, list what can be done to help the applicant/participant meet the qualifications:

Which of the following might affect the applicant/participant's ability to get a job? (check all that apply)				
Provide any details or explanation necessary:				
Age discrimination				
Caring for a disabled family member				
Earnings will decrease other benefits				
Education				
Job search skills				
Limited English				
Personal health/disability				
Rent subsidy will increase				
Self confidence				
Transportation				
Work experience				
Other potential barrier:				
Other potential barrier:				
nat can be done by the applicant/participant and/or program to overcome these barriers?:				
sessment of Reading Skills: Excellent Good Fair Poor				
sessment of Math Skills: Excellent Good Fair Poor				
ove assessments based on: observation; testing:				
Availability & Preference for work				
full Time □ Part Time hrs/wk □ Days □ Evenings □ Weekends				
,				
Acceptable wage for unsubsidized job: \$ Income limit? \$				
Desired location for unsubsidized job:				
Transportation: □ own car □ other's car □ bus □ other:				
Any limiting factors: (i.e.: functional limitations, physical limitations, family obligations, etc.)				

	Excellent/ Good	Fair	Needs Improvement
Marketable Skills for Desired Job(s)	3 000		p.o.o
Work Experience Needed for Desired Job(s)			
Job Seeking/Job Keeping Skills			
Motivation for Finding Unsubsidized Job			
Self Confidence/Assertiveness			
Aptitudes for Desired Job(s)			
Communication Skills: Verbal			_
Written			_
Access to Transportation to Desired Job			
Appearance for Desired job			_
Health for Desired Job			
Other:			_
Other:			_
Narrative			
List any other information or observations which should be noted:			

Perceptions of Participant's Job Readiness (If not sure, leave blank)

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Attachments				
List any notes, applications, resume, documentation of education/work history, test results, etc.				
The above information represents my best assessment of this applicant/participant at this time.				
Signature of SCSEP Staff:	Date:			