

COMPREHENSIVE NEEDS ASSESSMENT DESK AID

To be used in conversation with the customer to begin development of the Employment Plan

This assessment must be done prior to completion of the Employment or Family Employment Plan.

- Summarize the last 10 years work history or the total work history if less than 10 years. This summary should be available on the initial work application. An example of a summary of work history might say: Work history -2 years part time fast food cashier, 6 months wait staff, 1.5 years office receptionist.
- Education and training information must be gathered. Much of this information should also be available on the work application. For example: Education and Training – completed 11th grade, course in use of Microsoft Word provided by employer.
- What are your job interests and work goals? (Noted on the addendum & work application)
- How much money does the family need to be self-sufficient?
- How do the above interests and goals relate to demand occupations, targeted industries, and other labor market information such as earnings potential?
- What individual and family circumstances are challenges to employment or participation in Workforce Solutions work preparation activities? In most cases an Employment Counselor has identified some challenges and suggested that the customer work with a Personal Services Representative before beginning work search.
- Supportive services needed to enable customer to overcome challenges. Include transportation, child care, work related expenses, and any others.
- Assessment test results must be used to supplement or support the information above. The test results (and reasons that those results change the customer's goals or interests) must be entered into the counselor notes.