

Employment Readiness Assessment (ERA)



Name: _____ Date: _____

Base: _____ Military Branch: _____ Rank: _____

Career Aspirations

Current Career Goals (i.e. employment/training/education/cert)? _____

Desired Career Field (i.e. IT, Admin): _____

Ultimate Dream Career/Job? _____

Experience (List job titles held within last 10 years)

Employment

Currently employed? Looking for a federal job? Civilian job? Part time? Full time?

Have a resume? Interview ready? Have a LinkedIn profile?

Comments _____

Education

Highest Education Level:

High School/GED Vocational Certificate Associate's Degree Bachelor's Degree Master's Degree

Licenses/Certifications _____

Comments _____

Limiting Factors

What factors affect your job/career search (i.e. \$, personal growth, or career search)? _____

Is there a timetable that we need to work from? _____

Are there any obstacles in the way of achieving your career goals? _____

What is your biggest frustration? _____

Are you new to the area? Do you have a network? _____

Send ERA Form to eglin.eglinairmanfamilyreadinesscenter@us.af.mil

For Staff Use Only

Currently Employed: If “YES” to employed, determine why they are seeking a new and/or different employment opportunity if applicable). Focus on improving their lifestyle and long-term attainable career goal (which may not be determined yet).

ACTION PLAN

STEP 1: Determine attainable goals (Client sets the goals)

- a) Do you have a resume, or have you taken a resume class?
- b) Have you applied for jobs and are you getting responses from employers with your current resume?
- c) Have you had any interviews?
- d) AS NEEDED: Have you taken a career assessment inventory/ career interest assessment?
- e) Do you have the skill sets for the position you are seeking? If no, determine how they can get the skill sets needed for the desired position.

STEP 2: Assist customer in developing an action plan (Examples below). Use Worksheet(s) below

- a) Schedule a skills development/ employment workshop(s)
- b) Review resume if applicable
- c) Set up an information interview
- d) Follow-up on employment applications

Action Items	Exp. Completion Date
Notes:	

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