

Employment Readiness Assessment (ERA)



Name: _____ Date: _____

Unit: _____ 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

What is your status? Employed? Unemployed? Other

What are you looking for? Federal Job? Civilian Job? Part Time? Full Time? Telework?

Readiness: 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 to achieving your career goals? _____

What is your biggest frustration? _____

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

- Bring ERA to one-on-one consultation

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:	

- Bring ERA to one-on-one consultation