

This worksheet is available for use when there is no access to MOBIUS

Client Name:		HS Identifier:			
Declaration Received <input type="checkbox"/> Electronic <input type="checkbox"/> Verbal <input type="checkbox"/> Written		Date Received M M M D D Y Y Y Y			
Assessor:		Assessment Date:			
Employment Goal:					
Reason for Contact:	*Primary:	<input type="checkbox"/> Career Services	<input type="checkbox"/> Skill Development		
		<input type="checkbox"/> Employment Services	<input type="checkbox"/> Support – Financial		
		<input type="checkbox"/> Information Services	<input type="checkbox"/> Support Non-Financial		
	Secondary:	<input type="checkbox"/> Career Services	<input type="checkbox"/> Skill Development		
		<input type="checkbox"/> Employment Services	<input type="checkbox"/> Support – Financial		
		<input type="checkbox"/> Information Services	<input type="checkbox"/> Support Non-Financial		
	Tertiary:	<input type="checkbox"/> Career Services	<input type="checkbox"/> Skill Development		
		<input type="checkbox"/> Employment Services	<input type="checkbox"/> Support – Financial		
		<input type="checkbox"/> Information Services	<input type="checkbox"/> Support Non-Financial		
	A. Essential Skills	Reading Text:	<input type="checkbox"/> Unknown <input type="checkbox"/> Strength <input type="checkbox"/> Needs Development <input type="checkbox"/> Satisfactory	Document Use:	<input type="checkbox"/> Unknown <input type="checkbox"/> Strength <input type="checkbox"/> Needs Development <input type="checkbox"/> Satisfactory
		Numeracy:	<input type="checkbox"/> Unknown <input type="checkbox"/> Strength <input type="checkbox"/> Needs Development <input type="checkbox"/> Satisfactory	Writing:	<input type="checkbox"/> Unknown <input type="checkbox"/> Strength <input type="checkbox"/> Needs Development <input type="checkbox"/> Satisfactory
		Oral Communication:	<input type="checkbox"/> Unknown <input type="checkbox"/> Strength <input type="checkbox"/> Needs Development <input type="checkbox"/> Satisfactory	Working with Others:	<input type="checkbox"/> Unknown <input type="checkbox"/> Strength <input type="checkbox"/> Needs Development <input type="checkbox"/> Satisfactory
Thinking Skills:		<input type="checkbox"/> Unknown <input type="checkbox"/> Strength <input type="checkbox"/> Needs Development <input type="checkbox"/> Satisfactory	Computer use:	<input type="checkbox"/> Unknown <input type="checkbox"/> Strength <input type="checkbox"/> Needs Development <input type="checkbox"/> Satisfactory	
Continuous Learning:		<input type="checkbox"/> Unknown <input type="checkbox"/> Needs Development <input type="checkbox"/> Satisfactory <input type="checkbox"/> Strength			
Notes:					

B. Work Search Skills Related to Career & Employment Goals:

Resume Writing Skills:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Networking Skills:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Interview Skills:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Work References:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Personal Presentation Skills:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Job Seeking & Finding Techniques:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Labour Market Knowledge:

- ☐ Unknown ☐ Strength ☐ Needs Development ☐ Satisfactory

Notes:

C. Career & Life Management Factors:

Self-awareness & Confidence:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Positive attitude to learning, work & health:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Stress Management:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Financial Management:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Time Management:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Transportation:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Child Care:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Support system:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Accommodation / Telephone:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Ability to manage change:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Criminal Record:

- ☐ Unknown ☐ Strength ☐ Needs Development ☐ Satisfactory

Notes:

**D.
Occupational
Skills and
Education:**

Study skills:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Financial capacity:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Pre-requisites required for training:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Work experience including volunteer:

- ☐ Unknown
☐ Strength
☐ Needs Development
☐ Satisfactory

Relevant occupational training / certification for employment goals:

- ☐ Unknown ☐ Strength ☐ Needs Development ☐ Satisfactory

Notes:

**E.
Health
Factors:
Essential
Skills**

Physical health:

- ☐ Unknown
☐ Strength
☐ Requires Consideration
☐ Not Applicable

Mental health:

- ☐ Unknown
☐ Strength
☐ Requires Consideration
☐ Not Applicable

Family health:

- ☐ Unknown
☐ Strength
☐ Requires Consideration
☐ Not Applicable

Addictions:

- ☐ Unknown
☐ Strength
☐ Requires Consideration
☐ Not Applicable

Notes:

**F.
Disability
Factors:**

Does the person have a physical, mental or learning disability that is a barrier to education or employment?		<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes:	What is the person's primary disability?	<input type="checkbox"/> Cognitive
		<input type="checkbox"/> Environmental
		<input type="checkbox"/> Hearing
		<input type="checkbox"/> Learning
		<input type="checkbox"/> Mental Health
		<input type="checkbox"/> Mobility
		<input type="checkbox"/> Psychological
		<input type="checkbox"/> Sensory
		<input type="checkbox"/> Speech
		<input type="checkbox"/> Vision
Is this a permanent disability?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Is this documented?		<input type="checkbox"/> Yes <input type="checkbox"/> No
Are accommodations / supports necessary for education or employment?		<input type="checkbox"/> Yes <input type="checkbox"/> No

Notes:

**G.
Identified
Needs:**

	*Primary:	<input type="checkbox"/> Career Services	<input type="checkbox"/> Skill Development
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