



Center for Social Change, Inc.

Individual's Needs & Barriers Checklist – Page 1

	LOW OR NO BARRIER	MEDIUM BARRIER	HIGH BARRIER
AGE	Age is not a barrier. Age= _____	Age is a moderate barrier. Age=_____	Age is a high barrier. Age= _____
EDUCATION & TRAINING			
1. Formal Education	Has a high school diploma or equivalent; or has finished some college or university courses	Less than high school finished	Public school (grade 8 or equivalent, or less finished.
2. Skill Training (e.g. Trades) N/A <input type="checkbox"/>	Has more than half of the requirements finished for specialized certificate or license required for goal; or, N/A	Has half or less than half of the requirements finished for a certificate or license for selected job goal	Participant has never begun training for a specialized certificate or license for selected job goal
3. Recognition of Education and/or Training N/A <input type="checkbox"/>	Education, training, or certificate is formally recognized (e.g., by employers, licensing body, etc.)	Waiting for a decision or certificate; or, education/training upgrading for certificate is in progress recognized but not as equivalent	Participant's education, training, or certificate is not formally recognized (e.g., by employers, licensing body, etc.);or, Participant is not able to verify education or training received (e.g., if immigrant)
BASIC SKILLS			
1. Literacy	Is able to read and write in English at a high-school level	Is able to read and write in English at a public school level; has some difficulty writing and spelling	Participant cannot read or write in English at all; or, reading is limited to simple words or sentences
2. Language	Is able to speak English very well or fluently	Is able to express and understand basic, everyday communication (e.g., instructions, simple conversation) in English	Participant is unable to have a conversation in English without an interpreter; or, Is able to express and understand only the most basic words and phrases
3. Skills with Numbers	Reports having no difficulty in carrying out basic arithmetic, or N/A	Reports having some difficulty in carrying out basic arithmetic	Participant reports considerable difficulty in carrying out basic arithmetic



Center for Social Change, Inc.

Individual's Needs & Barriers Checklist – Page 2

	LOW OR NO BARRIER	MEDIUM BARRIER	HIGH BARRIER
EMPLOYMENT HISTORY			
1. Regency of Employment N/A <input type="checkbox"/>	has held full or part-time employment within the last 2 years	has not held full or part-time employment in 2 to 4 years	Participant has not held full or part-time employment in 5 or more years
2. Extent of Employment Experience N/A <input type="checkbox"/>	Has had over 2 years of full-time equivalent employment experience, whether PT, FT, or self-employed	Has had up to 2 years of full-time equivalent employment experience, whether PT, FT, or self employed	Participant has no full-time, part-time, or self-employment experience- i.e. NO WORK HISTORY
3. Employment Stability N/A <input type="checkbox"/>	Work history shows few if any unusually short stays at jobs, and a normal amount of variety in job categories, given age or training	Work history shows a mix of long and short stays at a variety of jobs	Participant's work history has many short job-stays and frequent job changes across different unrelated job categories
<i>Leave employment stability ratings blank if Individual has no work history</i>			
4. Reason for Employment termination N/A <input type="checkbox"/>	Never dismissed, reasons for quitting often or only for advancement; most recent job loss was the result of a lay-off or similar circumstance (s)	a mix of dismissal, quitting, and lay-offs reported; reasons cited for quitting mixed (i.e. not always for employment advancement)	Participant reports firing most often or only reason
<i>Leave termination reasons blank if Individual has no work history</i>			
MARKETABILITY OF SKILLS			
1. Number of Demonstrated Abilities/Skills N/A <input type="checkbox"/>	Has several marketable abilities or skills, with most or all having been demonstrated in a previous training, employment or volunteer setting	Has severable marketable abilities or skills, but the opportunity to demonstrate them in an employment or volunteer setting has been limited; or Most abilities or skills require additional training to make them fully marketable	Participant reports very few marketable abilities or skills; with few abilities or skills having been demonstrated through employment or volunteer settings
2. Local Job Market Demand N/A <input type="checkbox"/>	Local demand for participant's abilities/skills is high, and stable	Local demand for participant's abilities/skills is low to moderate, and stable	Local demand for participant's abilities/skills is very low, or declining
3. Transferability of Demonstrated Skills N/A <input type="checkbox"/>	Skills are completely or nearly completely transferable to current employment goal	Skills have partial transferability to current employment goal; or Transferable but participant has no American work experience	Skills have little to no transferability to current employment goal



Center for Social Change, Inc.

Individual's Needs & Barriers Checklist – Page 3

JOB DEVELOPMENT	LOW OR NO BARRIER	MEDIUM BARRIER	HIGH BARRIER
1. Application, Resume, and Cover Letter N/A <input type="checkbox"/>	Has an effective resume and cover letter prepared; or, N/A; employment goal does not require resume	Has no resume, or current resume is inadequate; or has no cover letter or current cover letter is inadequate	Participant has difficulty completing a standard job application form without help
2. Employment References N/A <input type="checkbox"/>	Employment references and/or reference letter(s) <u>strongly</u> endorse participant	Has appropriate personal and work references and/or letter(s) of reference	Participant has no reliable personal or work references, or cannot obtain them, or, reference(s) inappropriate
3. Self-Marketing Experience and Skills N/A <input type="checkbox"/>	Prior job-seeking experience is adequate as far as strategy, time spent, or breadth; and/or, participant realistically estimates own marketable skills and the extent job market competition for employment in his/her goal area	Prior job-seeking experience limited with respect to strategy, duration, or breadth; and/or, sometimes under- or – over-estimates own marketable skills or extent of job market competitiveness for employment goal	Participant has no prior job-seeking experience; and/or, Is unaware of appropriate or most effective job seeking strategies; and/or Is unable to identify own marketable skills that are relevant to current employment goal
4. Job Interview Skill N/A <input type="checkbox"/>	Points out relevant personal strengths as well and/or presents self appropriately (e.g., in practice job interviews, “cold calls”)	Has some difficulty pointing out personal strengths relevant to employment goal(e.g., in practice job interviews, “cold calls”); and/or, Appears to have some difficulties in presenting self appropriately	Participant reports no, very limited, or consistently negative experience in job interviews or employer “cold calls;” and/or, Has a lot of difficulty expressing personal strengths, or in presenting self appropriately (e.g., in practice job interviews, “cold calls”)
AVAILABILITY			
1. Relocation N/A <input type="checkbox"/>	Is willing and able to relocate	Reports limited ability or willingness to relocate	Participant is unable or unwilling to relocate
2. Hours/Days Available Per Week N/A <input type="checkbox"/>	Is available for normal work week/hours	Is available only for limited number of hours <u>or</u> selected days	Participant is available only for a limited number of hours <u>and</u> selected days per week
3. Possession of Work-Related Clothing/tools N/A <input type="checkbox"/>	Has all work or work-appropriate clothing and/or tools needed	Has some but not all work-appropriate clothing and/or tools needed	Does not own any work or work-appropriate clothes and does not own required tools



Center for Social Change, Inc.

Individual's Needs & Barriers Checklist – Page 4

	LOW OR NO BARRIER	MEDIUM BARRIER	HIGH BARRIER
VOCATIONAL /EMPLOYMENT GOAL SETTING	Has one clearly defined vocational or employment goal that suits participant's education and experience	Reports a lack of clarity or can't decide best vocational or employment goal or options; or, has a vocational or employment goal that appears to be unrealistic	Participant is unable to identify a main vocational interest or employment goal
MATERIAL SUPPORT & NEEDS			
1. Living Conditions	Participant reports adequate living conditions	Reports difficult living conditions (e.g., overcrowded, noisy, rent too high)that <u>may interfere to some extent</u> with employment or training	Participant reports current housing is unsafe, unsanitary; or Reports that other conditions that <u>seriously interfere</u> with participant's focus on employment or training
2. Residence	Has a permanent address	Is living in a non-emergency transitional residence (e.g., halfway-house); or, is living temporarily at an address	Participant is living in emergency or institutional setting (e.g., shelter, hospital, correctional setting, etc.); or, reports no fixed address/is homeless; or is facing eviction
3. Transportation	Is adequately serviced by public transit; or, participant owns or has dependable access to a vehicle and has a valid driver's license	Is poorly serviced by public transit; and access to private transportation is unreliable	Participant has no access to public transit and/or insufficient money to use transit or taxi; no means of transportation privately available, and participant does not have a valid driver's license
4. Child Care	Satisfactory child care is currently being provided, or is both available and accessible; or, N/A; child care is not required	Satisfactory care is needed and available, but it is not immediately accessible (e.g., waiting list)	Participant reports that current care is unsuitable and/or unreliable and satisfactory care is unavailable or inaccessible; or, Child(ren) require(s) intense care or supervision (e.g., infant, physically challenged)
5. Telephone Able to use telephone? _____	Has a home telephone or cell phone	No home or cell phone, but has a reliable message system	Participant has no home or cell phone, no reliable message system, or an excessive time delay is experienced in receiving messages



Center for Social Change, Inc.

Individual's Needs & Barriers Checklist – Page 4 Cont.

	LOW OR NO BARRIER	MEDIUM BARRIER	HIGH BARRIER
6. Financial Status	Current financial support is sufficient to meet living expenses including any debt obligations	Current financial support does not meet living expenses, and reported debt load is, as a result, increasing	Current financial resources are completely inadequate to meet living costs, participant is living in poverty and reported debt load is at or near its limit
7. Eligibility for	Eligible for necessary employment or training	Not eligible for necessary employment or training	Not eligible for necessary employment or training
8. Employment/Training Financial Status	Supports; or N/A; not required	Supports, but impact is moderate	Supports, and this severely impacts participants



Center for Social Change, Inc.

Individual's Needs & Barriers Checklist – Page 5

	LOW OR NO BARRIER	MEDIUM BARRIER	HIGH BARRIER
PSYCHO SOCIO SUPPORT NEEDS			
1. Family Responsibilities	Has a low degree of family responsibility (i.e., no dependents, and not directly involved in care of parents or extended family members)	Has a moderate degree of family responsibility(e.g., 1-3 dependents under 16 years of age; and/or directly involved in care of parents or extended family members)	Participant has a high degree of family responsibility (e.g., 4 or more dependents under 16 years of age; and/or directly involved in care of parents or extended family members)
2. Family Support	Reports no ongoing or passing family difficulties; or reports a family environment that is stable and at least moderately emotionally supportive	Reports long or short-term family difficulties that do not prevent, but may nonetheless hinder job-seeking, job-keeping, or training; or reports receiving no family support	Participant reports long or short-term family difficulties that prevent active job-seeking until resolved or dealt with (e.g., divorce proceeding)
3. Social Support	Reports ongoing neighborhood or community contact and/or circle of friends or acquaintances who are supportive of participant's employment search	Reports little or no neighborhood or community contact outside of circle of acquaintances who are neither supportive nor non-supportive or participant's employment search	Participant reports no social support network outside of that provided by professionals; and/or, reports negative peer influences
HEALTH			
1. Family	Participant reports no serious family health problems	Family healthy problems are controlled, though worrisome for participant, and occasionally require attention	One or more family members has a serious physical health problem requiring frequent assistance from participant, or a serious emotional problem (e.g., alcoholism)
2. Participant (Physical Health)	Reports health problem(s) under control though special precautions, medication, etc. that do not restrict type or length of physical exertion at all; or, reports minor or no physical health problem	Reports health problem(s) under control though special precautions, medication, etc. that may restrict type or length of physical exertion to some extent	Participant reports one or more physical health problems requiring frequent and/or time-consuming medical visits; and/or, Reports one or more health problems that severely restrict type and length of physical exertion
3. Factors Relevant to Physically Challenged Participants	Functions as well as a non-challenged individual in the employment/community setting currently sought; or, N/A	Has partially adapted to physical challenges; and/or, requires use of some assistive devices (e.g., wheelchair)	Participant reports considerable difficulty adapting to physical challenges; and/or, requires extensive use of assistive devices and/or attendant care to function in employment/community settings



Center for Social Change, Inc.

Individual's Needs & Barriers Checklist – Page 6

	LOW OR NO BARRIER	MEDIUM BARRIER	HIGH BARRIER
HEALTH CONTINUED			
4. Participant (Emotional)	Reports current emotional difficulties under control (e.g., under periodic care or supervision); and medication (if any) appears not to interfere with functioning; or, reports no current emotional difficulties	Reports emotional difficulties that, although under periodic care, are problematic in that they interfere with the participant's ability to fully commit to his/her job search	Participant reports psychiatric hospitalization within the last year; or, reports, or it appears, that medication seriously interferes with functioning; or, reports emotional difficulties that may interfere with job search, but does not want to seek professional help at this time
5. Drug or Alcohol Problems	Reports no drug or alcohol abuse; or, reports full recovery from drug or alcohol abuse (1 year or longer)	Is currently in treatment for drug or alcohol abuse; or recently recovered (within 1 year); or, reports controlled drug use (e.g., maintenance program)	Participant reports having a problem with drug or alcohol abuse that is not being treated; and/or, reports recent history of drug/alcohol abuse on-the-job; or, reports no drug or alcohol abuse, but exhibits behavior that may indicate the presence of drug or alcohol abuse problem
6. Violence/Harassment	No present harassment or threats reported	Reports ongoing harassment (e.g., sexual), but not threats that undermine sense of physical safety	Participant's physical safety is being threatened; or, reports threats or actions (e.g., stalking) that undermine sense of personal safety; or reports no harassment or threats but exhibits some evidence of possible physical abuse
SYSTEMIC FACTORS			
1. Legal/Regulatory	Reports no conviction record or court dates pending	Conviction record is not recent; and/or offence(s) not severe; and/or, right to work or driver's license attainable in a tolerable time limits	Participant reports a recent conviction record for a severe offense; and/or has a court appearance in the near future; and/or, participant's right to work not likely to be granted (e.g., refugee) in the near future; and/or, does not have a driver's license or license suspended
2. Service Availability	Area inadequately resourced in <u>some</u> of the services needed; i.e. adequately resourced in most of the services needed	Area is inadequately resourced in <u>most</u> of the services needed	Area is inadequately resourced in <u>all</u> the services needed by the participant (e.g. services are absent, have long waiting lists)



Center for Social Change, Inc.

Individual's Needs & Barriers Checklist – Page 6 Cont.

	LOW OR NO BARRIER	MEDIUM BARRIER	HIGH BARRIER
SYSTEMATIC FACTORS			
3. Discrimination	Does not report victimization viz. discriminatory attitudes or behaviors in work/community settings	Is a victim of occasional discriminatory attitudes or behaviors in work/community settings, but subject to less overt discrimination than some	Participant is a victim of frequent and/or strongly discriminatory attitudes or behaviors in work/community settings (e.g., due to gender, sexual orientation, race, etc)
MOTIVATION AND SELF ESTEEM			
1. Optimism and Self-Esteem	Reports perceiving a moderate to high likelihood of overcoming most employment barriers and high self esteem	Reports perceiving a mix of low and moderate likelihood of overcoming employment barriers areas, and mixed or modest levels of self-esteem	Participant reports perceiving little or no hope of overcoming employment barriers in all or most barrier areas; barriers have taken a significant toll on self-esteem
2. Perseverance	Reports consistent self-started activities at overcoming most or all employment barriers in the last year	Reports sporadic self-started activities to overcome some but not all employment barriers over the last year	Participant is unable to report any self-started activities aimed at overcoming employment barriers in the last year
Totals	Total = _____/43	Total = _____/43	Total = _____/43