



Job Seeking Skills Class Report

Instructor Name: _____	Participant Name: _____
Counselor Name: _____	Participant ID#: _____
Date of Classes: _____	

Class Behaviors and Attendance

1. **Attendance:** Attended Complete Class Did Not Attend Any Of The Class Partial Attendance
 No Call/No Show Valid Excuse

Indicate dates/times missed: _____

2. **Punctuality:** (document any tardiness, frequency of tardiness, length of, etc.) _____

3. **Interactions with Instructor and other attendees:** Appropriate Other: _____

Additional Comments: _____

Job Seeking Skills

1. **Ability to complete applications:**

Excellent Acceptable Requires additional instruction/practice Requires hands on assistance

Comments: _____

2. **Interview presentation:**

Excellent Acceptable Requires additional instruction/practice Requires hands on assistance

Comments: _____

3. **Answering interview questions:**

Excellent Acceptable Requires additional instruction/practice Requires hands on assistance

Comments: _____

4. Understanding of job search techniques: (networking, on-line job search techniques, etc.)

- Excellent Acceptable Requires additional instruction/practice Requires hands on assistance

Comments: _____

5. Ability to conduct a job search:

- Excellent Acceptable Requires additional instruction/practice Requires hands on assistance

Comments: _____

6. Plans for managing extenuating factors: (child care, transportation or para-transit issues, schedule, etc.)

- Excellent Acceptable Requires additional instruction/practice Requires hands on assistance

Comments: _____

7. Understanding of skills and behaviors needed to maintain employment:

- Excellent Acceptable Requires additional instruction/practice Requires hands on assistance

Comments: _____

Recommendations

- Referral to Job Club

- OR -

- Referral to Job Developer (explain why Participant requires more assistance/support than needed in Job Club)

Other Comments or Recommendations: _____
