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| This document shows the intake activities carried out for *Work Readiness: Hawk Lake*. It sets out a process to gather information from candidates to determine whether Work Readiness is a good match for candidates.  Edit the file to establish an intake process that works in your setting. |

Introduce yourself. Explain that the purpose of the interview is to determine whether Work Readiness is a good match for the candidate’s interests and needs.

Collect this personal information about the candidate:

* Name
* Telephone number
* Email address
* Age

Describe the program and expectations. Offer to answer the candidate’s questions.

Explain to the candidate that participants who demonstrate the following interests and abilities are more likely to benefit fully from Work Readiness:

* Interest in accessing employment in the target occupation(s)
* Commitment to full-time training and employment
* Ability to manage personal health and family obligations
* Willingness to develop the skills needed to get and maintain employment

Discuss the type of work the candidate is interested in. Ask about the following employment-related topics:

* Employment experience
* Skills training experience
* Goals
* Interests and preferences

Discuss the candidate’s educational experience. Collect information about any successes or difficulties in these areas:

* Highest level of education achieved
* Subjects they excelled at
* Subjects they found challenging

Discuss whether the candidate has the following resources in place. Explain that this information will be used to help the candidate identify what they need to do to get ready for training and employment.

* Bank account
* Transportation
* Housing
* Identification
* Driver’s license
* Email address
* Telephone / cell phone
* Internet and access to a computer at home
* Childcare
* Criminal record check

Discuss whether the candidate sees anything in their life circumstances that could interfere with their participation in full-time training or employment. This could include some of the following responsibilities:

* Personal health needs
* Family obligations
* Appointments related to child and family services, probation and/or counselling

If yes, discuss arrangements the candidate could make to meet their obligations while attending training or working full-time.

Administer one or more skills assessments to gather information about the candidate’s skills, e.g., CAMERA (Communications and Math Employment Readiness Assessment), ESAT (Employability Skills Assessment Tool).

Discuss with the candidate whether they think the program is a good match for their needs and life circumstances.

Explain that the next step will be to review the information gathered and discuss with community representatives whether Work Readiness is a good match for the candidate.