



# Second Chance

## Pre Work Readiness Assessment

### 1. Contact info

Name

### 2. Have you ever had legal/on payroll employment?

Yes

No

### 3. What is the longest time you have held legal employment?

0-6 Months

7-11 Months

1 year

2 + years

N/A

### 4. I have a complete mock application to use when filling out an application.

No	I know where to get the information	I have some information	It's almost complete	Yes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

### 5. I have an updated professional resume.

What is a resume?	No	I have a resume but it's not very professional	I have an outdated resume	Yes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

6. I have a professional cover letter.

What is a cover letter ?	No	I started a cover letter	I have a cover letter but not sure if it's professional.	Yes, I have a professional cover letter
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7. I have a professional thank you letter template.

What is a thank you letter?	No	I have one that is not complete	I have written a thank you letter	Yes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. I am confident in my interview skills.

No		Somewhat		Yes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. I have a professional email account.

- Yes
- No

10. I know how to conduct online job search?

No		Somewhat		Yes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. I set goals and achieve them.

No		Sometimes		Yes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. I am confident in my ability to find a good job when I am released.

No		Somewhat		Yes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13. I know what kind of work I want to do.

- Yes
- No

14. I am aware of all the community resources available to me when I am released.

Yes

No

15. I know how to access an American's Job Center of California in the community.

Yes

No



## Second Chance

### Post Work Readiness Assessment

#### 1. Contact info

Name

#### 2. Have you ever had legal/on payroll employment?

Yes

No

#### 3. What is the longest time you have held legal employment?

0-6 Months

7-11 Months

1 year

2 + years

N/A

#### 4. I have a complete mock application to use when filling out an application.

No	I know where to get the information	I have some information	It's almost complete	Yes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

#### 5. I have an updated professional resume.

What is a resume?	No	I have a resume but it's not very professional	I have an outdated resume	Yes
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6. I have a professional cover letter.

What is a cover letter ?	No	I started a cover letter	I have a cover letter but not sure if it's professional.	Yes, I have a professional cover letter
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7. I have a professional thank you letter template.

What is a thank you letter?	No	I have one that is not complete	I have written a thank you letter	Yes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

8. I am confident in my Interview skills.

No		Somewhat		Yes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. I have a professional email account.

- Yes
- No

10. I know how to conduct online job search?

No		Somewhat		Yes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

11. I set goals and achieve them.

No		Sometimes		Yes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. I am confident in my ability to find a good job when I am released.

No		Somewhat		Yes
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

13. I know what kind of work I want to do.

- Yes
- No

14. I am aware of all the community resources available to me when I am released.

Yes

No

15. I know how to access an American's Job Center of California in the community.

Yes

No