

CLIENT EMPLOYABILITY PROFILE

The personal information requested on this form is collected under the authority and will be used for the purpose of administering the *Employment and Assistance Act* and the *Employment and Assistance for Persons with Disabilities Act*. Disclosure of personal information is subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Any questions about the collection, use and disclosure of this information should be directed to the Employment and Assistance Centre nearest to you.

Date (YYYY MMM DD)

Client Information

Last Name	First Name	Initials	Personal ID Number
File Number	Telephone	SDSI Region	SDSI Office Location

Instructions: For each factor, please tick the box that best describes the client's situation.

	Factor	No Employment Limitations	Affects Employment Options	Severely Limits Employment Options
A	Work Experience/ Job Retention	<input type="checkbox"/> Stable employment history, full-time or permanent part-time or volunteer	<input type="checkbox"/> Sporadic employment, history of layoffs and/or quitting <input type="checkbox"/> Part-time or casual employment <input type="checkbox"/> Lack of specific work skills/ transferable skills - paid or volunteer <input type="checkbox"/> Less than 1 year work experience <input type="checkbox"/> Unemployed 1 - 2 years	<input type="checkbox"/> Never worked
B	Employment Search Skills	<input type="checkbox"/> Good employment search strategy, definite plan of action	<input type="checkbox"/> Unclear of employment search methods yet has a realistic idea of employment potential <input type="checkbox"/> Employment expectations do not support labour market conditions and current skill level	<input type="checkbox"/> Severe lack of employment search and planning skills examples include: - Inability to produce resume - Lack of employer / personal references - Inability to network / pursue job leads / contacts - Inability to demonstrate work search activities that lead to employment
C	Education / Training	<input type="checkbox"/> Diploma / Trade Certificate <input type="checkbox"/> Post Secondary <input type="checkbox"/> Grade 12 / or equivalent	<input type="checkbox"/> Grade 10 <input type="checkbox"/> Grade 11 <input type="checkbox"/> Special education <input type="checkbox"/> History of unsuccessful employment training interventions	<input type="checkbox"/> Grade 0 - 9
D	Literacy	<input type="checkbox"/> Fluent written / spoken English	<input type="checkbox"/> Functional literacy ability <input type="checkbox"/> Functional in a second language with spoken and written English <input type="checkbox"/> Poor reading, writing and numeracy skills	<input type="checkbox"/> Unable to speak, read or written English
E	Transportation	<input type="checkbox"/> Vehicle / public transportation available and accessible	<input type="checkbox"/> Inadequate transportation arrangements	<input type="checkbox"/> No accessible transport, such as - Public; - Private (e.g. family, friends); or - Specialized (e.g. HandiDART)

CLIENT EMPLOYABILITY PROFILE

	Factor	No Employment Limitations	Affects Employment Options	Severely Limits Employment Options
F	Child Care	<input type="checkbox"/> Reliable child care <input type="checkbox"/> Not applicable	<input type="checkbox"/> Adequate child care not available to meet employment needs (e.g. hours of work conflict with available child care) <input type="checkbox"/> Other, specify:	<input type="checkbox"/> No child care availability such as: - Public - Private - Family, or - other
G	Criminal Record	<input type="checkbox"/> Not applicable <input type="checkbox"/> Does not limit employment options	<input type="checkbox"/> May limit employment options	<input type="checkbox"/> Severely limited employment options because: (documentation required) - Actively engaged in criminal proceedings - Severe offense
H	Shelter	<input type="checkbox"/> Adequate shelter	<input type="checkbox"/> In need of adequate shelter	<input type="checkbox"/> Homeless <input type="checkbox"/> Transient <input type="checkbox"/> As documented on MIS history through NFA status
I	Health (excluding addictions)	<input type="checkbox"/> Good health	<input type="checkbox"/> Minor or short-term health problems	<input type="checkbox"/> Severe health condition
J	Disability	<input type="checkbox"/> Not applicable <input type="checkbox"/> Does not limit employment	<input type="checkbox"/> May limit certain types of occupations or require specialized accommodations	<input type="checkbox"/> Persistent disability, severely impacts on employment options
K	Communication Skills	<input type="checkbox"/> Good communication and interpersonal skills	<input type="checkbox"/> Has some difficulty communicating and resolving conflicts	<input type="checkbox"/> Ineffective interpersonal skills/unable to communicate with others in an effective manner as documented in file history

1. Comments:

2. Recommendations for Employment Plan Activities