

JOB READINESS ASSESSMENT CHECKLIST

The purpose of this checklist is to help standardize the Job Readiness Assessment for the LA Local Hire programs, which is conducted by partnered Community Based Organizations and WorkSource Centers. For the LA Local Hire programs, job readiness is defined as the ability and willingness to work full-time, including having basic life needs met. This checklist is a tool to ensure a minimum standard of job readiness for the LA Local Hire programs, and is not intended to be a comprehensive assessment of a person's job readiness.

I. APPLICANT INFORMATION

- Full Name of Applicant**
 - Should be legal name
- Valid Phone Number**
- Valid Email Address**
 - Ensure the applicant understands that the City of Los Angeles communicates primarily via email, therefore if they are not able to access their email then they will miss out on opportunities
- Physical Address**
 - May not apply to all applicants
- Legal Right to Work in the U.S.**
 - Not needed to apply, required if hired

II. BASICS OF JOB READINESS

- Understands what working full-time means**
 - 80 hours every 2 weeks
- Transportation**
 - Applicant has reliable transportation and will be able to arrive to work on time
- Work Attire/Personal Care**
 - Applicant will be able to dress appropriately for the workplace
- Dependent Care Arrangements (i.e., childcare, elder-care, care of dependent adults)**
 - Applicant will be able to arrange for dependent care, if applicable
- Drug Test**
 - Applicant understands they may be subject to a drug test if hired and are able to pass the drug test

III. FUNDAMENTALS OF THE JOB

While the LA Local Hire programs aim to remove barriers to employment, and do not require prior work experience, the opportunities available through the programs require basic job skills in order to successfully complete the on-the-job training period. Hired candidates will be trained on the specifics of the job duties, however they must still compete in a competitive hiring process, and therefore should be comfortable with the fundamental skills needed to successfully complete the job. These fundamentals vary by job classification, and are summarized below by job pathway:

- Office-Centric Skills (basic job skills required for office jobs)**
 - Phone
 - Computer (typing, navigating, file searches)
 - Email (to field, cc/bcc, subject line, body)
 - Sufficient English skills to communicate orally and in writing
- Field-Centric Skills (basic job skills required for field jobs)**
 - Lifting upwards of 25 lbs
 - Standing for multiple hours
 - Physical Labor

IV. SOFT SKILLS

- Interview Skills
- Resume Building
- Interpersonal Skills
- Workplace/email etiquette

V. BRIDGE TO JOBS PROGRAM

The following Job Pathways are semi-skilled and require additional basic skills.

Accounting Clerk Trainee (office-centric job)

In addition to the 'Office-Centric basic job skills' above, the following skills are also required for successful completion of the on-the-job training for Accounting Clerk Trainee:

- Microsoft Office (Excel, Word) & Google Doc
- Computer (typing, navigating, file searches, data retrieval)
- Email (to field, cc/bcc, subject line, body)

Electrical Craft Helper (field-centric job)

- Basic arithmetic, including addition, subtraction, multiplication, division, ratios, percentages, etc.

Field Engineering Aide (field-centric job)

- Basic arithmetic (e.g., solving a problem using the order of operations)
- Algebra (e.g. solving a variable within an equation)
- Geometry (e.g. understanding parts of a horizontal curve and their relationship to one another)
- Working knowledge of Trigonometry (e.g. solving problems using the Pythagorean Theorem)

Inspector Trainee (field-centric job)

- Basic arithmetic, including addition, subtraction, multiplication, division, ratios, percentages, etc.
- Understand square footage and how to measure and quantify it.

VI. NEXT STEPS

Job-ready

- Move forward with the application process

Not job-ready

- Applicant can sign up for WIOA and receive supportive services to become job ready, **or:**
- Applicant can seek out supportive services on their own and be re-assessed for job readiness at a later date.

Questions? Please contact us at:

la.localhire@lacity.org

For the Departmental Guide and useful templates, visit our [internal page](#), Inside TLH, at:

la.localhire.lacity.org/insidetlh

For [public information](#) about the Targeted Local Hire Program, visit our website at:

la.localhire.lacity.org

