

Workplace Readiness Assessment

Workplace Readiness Assessment (WRA) is used to assist a job candidate (JC) and IVRS counselor in determining vocational options, direction, goals, and training strategies. While an Assessment service can be used more than once based on the needs, interests, desires, and capabilities of a candidate, it can only be authorized one site at a time to review and build on results. Assessment services may also complement the Discovery process, help identify support needs, and result in the development of a JC's Individual Plan for Employment (IPE). WRAs must be completed in a competitive integrated employment (CIE) setting.

IVRS Responsibilities for Workplace Readiness Services

- Meet with JC to identify questions to be answered by CRP.
- Attend staffing at which time all questions are addressed.
- Final report with written recommendations is submitted to IVRS by CRP for payment to be generated.
- Oversee training wage reimbursement to CRP upon receipt of JC's stipend amount.
- Problem-solve with team to address issues hindering progress as needed.

CRP Responsibilities for Workplace Readiness Services

- Receives and clarifies questions from IVRS counselor and JC.
- Identify negative work habits and behaviors presented by a JC and past employment if applicable.
- Develop a WRA site in a CIE setting that is in support of the JC's IPE and approved by VR and the JC.
- Provides written identification of business, contact person, job assignment and assessment start date to IVRS.
- CRP and employer provide training, and supervision at the worksite to the job candidate, who works alongside individuals without disabilities.
- CRP pays a training wage to a JC for any real work completed.
- CRP worker's compensation insurance covers JC for any accidents that may occur.
- CRP, in conjunction with employer, assess the JC's strengths and needs relative to those of a competitive worker, and report results in a team meeting.
- Track the number of hours and pay a training wage to JC for any real work completed, which is submitted to IVRS for reimbursement.
- Share written report on outcomes and recommendations for Work Readiness Assessment with IVRS staff and JC.

- Refer JC for additional employment services as appropriate.
- Complete **the Employment Analysis for Vocational Assessment/Preparation/Training** report for IVRS itemizing the time billed, hours worked, payment amount, and documentation of achievement of performance measures.

Job Candidate Responsibilities for Workplace Readiness Assessment Services

- Work towards employment goals and stay employed.
- Show up for meetings with clean clothes and in good health.
- Let staff know immediately when JC is unable to attend an appointment.
- Participate in the meetings and help plan the steps to success.
- Let the team know what JC's choices are by asking questions and sharing thoughts.
- Complete all the homework, recommendations and suggestions agreed by team.
- Make sure that JC talks with all those who are involved in the employment journey.
- Provide any documents that are requested that will help JC reach his/her employment goals.