Employment Readiness Assessment (ERA)



Name:		Date:
Base:	Military Branch:	Rank:
Career Aspirations		
Current Career Goals (i.e. em	ployment/training/education/cert)?	
Desired Career Field (i.e. IT,	Admin):	
Ultimate Dream Career/Job?		
Experience (List job titles	held within last 10 years)	
Employment		
Currently employed? Le	ooking for a	Part time? Full time?
Have a resume? In	terview ready?	
Comments		
Education		
Highest Education Level:		
High School/GED Vo	ocational Certificate	Bachelor's Degree Master's Degree
Licenses/Certifications		
Comments		
Limiting Factors		
What factors affect your job/c	eareer search (i.e. \$, personal growth, or career	search)?
Is there a timetable that we ne	eed to work from?	
Are there any obstacles in the	way of achieving your career goals?	
What is your biggest frustration	on?	
Are you new to the area? Do	you have a network?	

Send ERA Form to $\underline{eglin.eglinairmanfamilyreadinesscenter@us.af.mil}$

Barris (1986) i Barris (1996)

Currently Employed: If "YES" to employed, determine why they are seeking a new and/or different employment opportunity if applicable). Focus on improving their lifestyle and long-term attainable career goal (which may not be determined yet).

ACTION PLAN

STEP 1: Determine attainable goals (Client sets the goals)

- a) Do you have a resume, or have you taken a resume class?
- b) Have you applied for jobs and are you getting responses from employers with your current resume?
- c) Have you had any interviews?
- d) AS NEEDED: Have you taken a career assessment inventory/ career interest assessment?
- e) Do you have the skill sets for the position you are seeking? If no, determine how they can get the skill sets needed for the desired position.

STEP 2: Assist customer in developing an action plan (Examples below). Use Worksheet(s) below

- a) Schedule a skills development/employment workshop(s)
- b) Review resume if applicable
- c) Set up an information interview
- d) Follow-up on employment applications

Action Items	Exp. Completion Date
	Date
Notes:	

Send ERA Form to eglin.eglinairmanfamilyreadinesscenter@us.af.mil