

## BARRIERS ASSESSMENT

### POTENTIAL EMPLOYMENT BARRIER

Please circle one

#### Personal & Financial

- I have reliable transportation to/from work or job search .....YES NO
- I have a current driver's license .....YES NO
- I have current insurance for my vehicle .....YES NO
- I have reliable transportation in order to participate in a job search program.....YES NO
- I have childcare for employments and/or job search.....YES NO
- If not: I can obtain childcare .....YES NO
- I have enough income to live on & pay rent/utilities, etc .....YES NO
- My current living situation is secure.....YES NO
- If not: I have an eviction/foreclosure: DATE: \_\_\_\_\_
- I am in a shelter or a doubled up .....YES NO
- I have access to healthcare coverage for myself and/or my family .....YES NO
- My credit history is good .....YES NO
- I have been on public assistance for a long time .....YES NO

#### Legal

- I am an ex-offender with one or more felony convictions ..... YES NO
- I have one or more misdemeanor convictions .....YES NO
- I am currently on parole or probation .....YES NO
- I am currently involved with bankruptcy court or have been in the past .....YES NO
- I have an honorable or general discharge from the military .....YES NO
- I have a child support order.....YES NO
- If there is an order, I am having a difficult time making the payments:..... YES NO
- I am concerned about employment discrimination based on gender, race, religion, age, sexual orientation, national origin, etc ..... YES NO
- I am a US citizen .....YES NO
- If not a citizen: I am a legal permanent resident .....YES NO
- My immigration status and/or work authorization is a concern to me.....YES NO

#### Emotional & Physical

- I have physical health issues that may limit or prevent employment .....YES NO
- I am concerned about my physical fitness, weight and/or my appearance .....YES NO
- I have mental health issues that may limit or prevent employment .....YES NO
- I have immediate family members who have serious health issues .....YES NO
- I have depression, low self-esteem, lack of energy or motivation .....YES NO
- I have a history of drug and/or alcohol abuse .....YES NO
- Domestic violence is present in my household .....YES NO
- I have learning challenges. Please circle: ADD, ADHD, Dyslexia, Asperger's, other. ....YES NO
- I have applied for Social Security benefits .....YES NO

## BARRIERS ASSESSMENT (CONT.)

### POTENTIAL EMPLOYMENT BARRIER

Please circle one

#### Training & Work Experience

- I have a high school diploma or a GED.....YES NO
- I have a college degree or other advanced education.....YES NO
- I have a certification and/or I am licensed .....YES NO
- I have basic reading and/or math skills .....YES NO
- I have some beneficial work experience.....YES NO
- I know I have marketable job skills .....YES NO
- I am proficient in the English language.....YES NO
- If not, I have trouble with: Reading    Writing    Speaking
- English is commonly spoken in my household .....YES NO
- If fluent in a language other than English, please name the language \_\_\_\_\_
- I have been fired from a job .....YES NO
- I have been laid off from my job in the last 12 months.....YES NO
- I might appear overqualified for the jobs I am interested in.....YES NO
- I have applied for unemployment compensation.....YES NO
- I am eligible for unemployment compensation benefits.....YES NO

#### Job Seeking Knowledge & Preparedness

- I have knowledge about careers that are available & currently in demand.....YES NO
- I have completed a career assessment within the last 12 months.....YES NO
- I need help listing my personal strengths & weaknesses and discussing my career goals .....YES NO
- I have completed aptitude & abilities assessments within the last 12 months .....YES NO
- I do know how to find and apply for a decent job.....YES NO
- I have a current resume that I can use to get a job .....YES NO
- I have the necessary computer skills to find and apply for jobs on the internet .....YES NO
- I am comfortable completing job applications online with attachments.....YES NO
- I could use some help with my interviewing skills..... YES NO
- I have good personal and/or professional references to include on an application.....YES NO

#### Other Barriers

Please use this space to include any additional barriers that were not mentioned in this assessment.

---

---

---

---

---

---

## ADDRESSING BARRIERS

**NO ONE IS A PERFECT EMPLOYEE.** Employers expect that. However, they will want to hire the person who has the least barriers to employment because any issue an employee has may translate into lost time, productivity, and/or profit on the job. That's a concern for the employer.

There are two ways to eliminate (or reduce) employer concerns:



### Resolve it!

- If the issue is within your control, take steps to address it.
- Once you get started, you can talk to the interviewer about what steps you are taking to resolve the issue. This will make you look honest, self-aware, and proactive.
- Once the issue is resolved, it is no longer a concern!!

Examples: *no appropriate clothing, unprofessional email, lack of skills, attitude/behavior issues...*



### Explain it!

- If the issue is outside of your control, you must have a believable explanation for why it is not a concern.

Examples: *criminal background, employment gaps, single parent, fired from a job, my address...*

There are different approaches you can use to address your barriers:

### S – Learn a new **SKILL**

- ❑ There are a lot of skills you can learn or improve upon to be ready for your next job.

### O – Adjust your **OUTLOOK**

- ❑ We are often our own worst enemy. If your own thinking is holding you back, change it!

### L – Change where you **LOOK**

- ❑ Sometimes our challenges prevent us from doing the type of work we would like to. Are there employers out there who are more likely to hire me? Do I need to research other employment options that will still use my interests, strengths, and skills?

### A – Develop a good **ANSWER**

- ❑ Some issues can't be resolved, they can only be explained.

### R – Access a **RESOURCE**

- ❑ Get an item, some information, or a service that will help you move on! Figure out who offers it, get it, and keep job searching!

List three of your barriers from the assessment that are within your power to address in some way.

Write one thing you might do to improve each issue:

Barrier	One thing you can do right now to improve this issue.

List three of your barriers from the assessment that are outside of your current control. Write one thing you might say to explain why each issue should not be a concern to the employer.

Barrier	One thing you can say to explain why this issue should not be a concern.

**Set goals to help you take action on addressing your employment barriers.** See the Job Seeker Workbook for information on how to write a SMART goal (p. 30-31).

Barrier-related SMART goal:						
Order	Step	Tools/ Resources Needed	Who Will Help?	Potential Obstacles	Potential Solutions	Deadline
1.						
2.						
3.						
4.						
5.						

One thing I can do today is:

One more thing I will accomplish this week is:

Barrier-related SMART goal:						
Order	Step	Tools/ Resources Needed	Who Will Help?	Potential Obstacles	Potential Solutions	Deadline
1.						
2.						
3.						
4.						
5.						

One thing I can do today is:

One more thing I will accomplish this week is: