

Universal Initial Intake



A proud partner of the AmericanJobCenter® network

Name: _____ Last 4 SSN: _____ Date: _____
 City: _____ Phone: (____) _____ Email: _____

What is your Career Goal? _____

	Yes	No
Have you applied for or are you receiving TANF or SNAP		
Are you registered with employflorida.com?	<input type="checkbox"/>	<input type="checkbox"/>
Have you served in the Military?	<input type="checkbox"/>	<input type="checkbox"/>
Are you currently an Active Duty Military Member?	<input type="checkbox"/>	<input type="checkbox"/>
What is your date of Separation/Retirement _____		
Are you the spouse of an active-duty Military Service member?	<input type="checkbox"/>	<input type="checkbox"/>
Are you looking for a job? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you looking for a career change? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Are you looking for training? <input type="checkbox"/> Yes <input type="checkbox"/> No	Do you have a resume? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Please list specific job title(s) of interest if applicable. _____, _____,		
List the industries in which you have worked (i.e. Hospitality, retail, manufacturing etc.)? _____		
In what city would you like to secure full time employment? _____		
Salary expectation: \$ _____ / hour or \$ _____ / annually Desired Schedule: _____		
Are you a tobacco user? <input type="checkbox"/> Yes <input type="checkbox"/> No Do you receive SSDI or SSI? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Do you have any difficult situations that may prevent you from securing a job or getting to an interview? <input type="checkbox"/> Yes <input type="checkbox"/> No		

Educational and Training Assessment

Highest education attained:	<input type="checkbox"/> Less than High School	<input type="checkbox"/> Associate's Degree
	<input type="checkbox"/> GED/High School Diploma	<input type="checkbox"/> Bachelor's Degree
	<input type="checkbox"/> Vocational Certificate	<input type="checkbox"/> Master's Degree
	<input type="checkbox"/> Currently Enrolled in School	<input type="checkbox"/> Doctorate Degree
Please list any education, training or certificates related to the area of job interest. _____		

Experience and Occupation Assessment

Previous work experience: Job Title _____	Years of Experience _____
Job Title _____	Years of Experience _____

I consent to enroll in the Workforce State System, Employ Florida, to receive job referrals matching my skills? Yes No

For Staff Use Only

I would like to begin by asking you some questions to help me better understand your areas of interest and how our programs may be able to support you in achieving your goals.

1. *If looking for a job, what steps have you taken to secure employment (i.e. job search, attended a job fair, got interviews)?*

2. *What are some of the challenges you have encountered that have prevented you from securing employment?*

3. *How could we help you achieve your career goal?*

Employment Readiness

- Complete Employ Florida (EF) and Wagner-Peyser (WP) participation. Upload resume for participant OR complete background wizard. Activate virtual recruiter. Document permission to enroll and activate in WP.
- 101 Orientation** - Provide a general overview/one-on-one orientation of CSOW services.
- 102 Assessment** - Conduct initial needs assessment to identify career interest, employment or training needs using the case note template in EF.
- Develop a basic employment plan using the needs assessment results and assist participants in achieving employment goals.
- 132 Objective Assessments**: Use assessments for career exploration or skill-based (Traitify, IBM Kenexa, or TORQ).
- Workshop Referrals**: Refer participant to applicable workshops and job fairs as needed.
- 107 LMI**: Educate participant on industries and occupations that are fast growing, with the most jobs, high wage and high skill by providing Labor Market Information (LMI) obtained from EF or Career One-Stop. Data will support salary negotiation needs.
- 115 Resume**: Assist with resume creation and provide professional review using CSOW standards.
- 155 Interview Skills**: Assist with interview readiness to include setting up or conducting mock interviews.
- Assist with job fair preparation (Elevator speech, etc.).
- ATLAS** – Scan completed Profile into ATLAS.
If applicable Veteran Intake form completed, with activity codes 189, 159, email to DVOP and case notes

Desired Industry: _____

Employment Plan: _____

Staff Member's Name: _____

Date: _____

This project is supported by the **Employment and Training Administration of the U.S. Department of Labor** as part of an awards totaling \$4,223,704.85 with 0% financed from non-governmental sources.

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