

Date of Referral: \_\_\_\_\_ LO#: \_\_\_\_\_ STDK: \_\_\_\_\_

Job Order#: \_\_\_\_\_ Employer Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Experience: \_\_\_\_\_ Education/Training: \_\_\_\_\_

Special Requirements: \_\_\_\_\_

Tools and/or Licenses Required: \_\_\_\_\_

Customer's Name: \_\_\_\_\_ Participant ID#: \_\_\_\_\_

**Only complete comments if points have been deducted from that section.**

**Did the job seeker referred to this position meet the minimum requirements of the job order? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If no, complete the comments section of Questions # 3, 4 and 5 stating why the customer did not meet the minimum requirements and score = 0.**

**If yes, complete Questions #1-7 and total the points.**

**1) Is the registration complete? Total Points: \_\_\_\_\_**

- Does an Open Program registration exist? (5 points)
- Complete contact information? (5 points)
- At least one searchable resume objective? (5 points)

Comments:

\_\_\_\_\_

\_\_\_\_\_

**2) Is the work history complete? Total Points: \_\_\_\_\_**

- Job title & detail of job duties (10 points)
- Last five years of work history, and within 6 months of the referral, or a note in "Client Notes" explaining lack of work history or gaps in work history. (10 points.)

Comments:

\_\_\_\_\_

\_\_\_\_\_

**3) Does the customer have the required experience? Total Points: \_\_\_\_\_**

(0 or 20 points)

Comments:

\_\_\_\_\_

\_\_\_\_\_

**4) Does the customer have the required training, education and/or special requirements or skills? (0 or 15 points) Total Points: \_\_\_\_\_**

Comments:

\_\_\_\_\_

\_\_\_\_\_

**5) Does customer have the required tools or licenses and other requirements? (0 or 5 points) Total Points: \_\_\_\_\_**

Comments:

\_\_\_\_\_

\_\_\_\_\_

**6) Was data validation completed prior to referral and recorded in Client Notes? YES or NO**

Comments:

**Grading form continues on reverse**

**If the resume was a method of contact, skip # 7 and answer Questions # 8 and 9 concerning the quality of the resume.**

**If resume was not a referral method of contact to apply for this job, complete Step #7 only.**

**7) Award an additional 25 points and total points at the bottom of the form.  
(0 or 25 points) Total Points \_\_\_\_\_**

**8) Were the minimum required qualifications on the job order reflected on the resume?  
(0 or 20 points) Total Points \_\_\_\_\_**

**9) Were the rules of capitalization, punctuation and spelling followed on the resume?  
(0 or 5 points) Total Points \_\_\_\_\_**

Comments concerning any information that was lacking:

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**Total Points**

**(100 Possible) \_\_\_\_\_**

**Must attain a grade of 90 points to pass**

**5/14/09**