



YouthBuild USA

Participant Career Readiness Assessment

A Topic in Brief of the Sector Strategy How-to Guide

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Overview of Topic in Brief

Sector-focused career pathways should address the needs of employers, but without the interest and readiness of workers, employers may face difficulties filling in-demand positions. Career readiness activities are needed to ensure all participants are interested, prepared, and invested in a career pathway aligned with a sector strategy. This brief includes assessments to support participants by evaluating alignment between personal needs, career goals, and an identified career pathway. It also aims to help participants prepare for a job placement or work experience.

When to Use Participant Readiness Assessments

The *Career Pathways Self-Reflection* and the *Career Pathway Alignment Assessment* can be used during the **Plan & Evaluate** stage when programs and youth gather information on local industries and businesses with viable career options. The *Interview Preparation Assessment* and *Preparing for a Work Experience Assessment* can be used during the **Design & Implement** stage for youth preparing for work experience and placement.

Uses of a Participant Career Readiness Assessment

YouthBuild participants and programs can use the assessments in the following ways:



Evaluate career goals and interests



Prepare for interviews and work experiences



Identify career readiness needs

Sector Strategy Alignment Checkpoint



Career Pathway Development Stages

Plan & Evaluate
Design & Implement



The ETA Sector Strategy Implementation Framework

Sector-Based Service Delivery
Industry Engagement
Data-Informed Decision Making



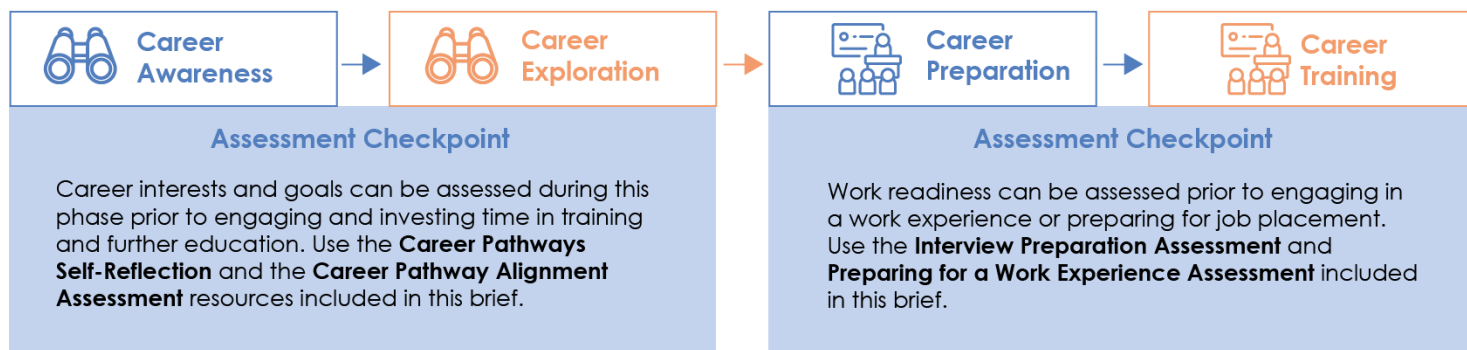
YouthBuild Program Reflection

1. How are your partners currently engaged in career readiness activities?
2. What is your program doing to help align participants' interest with career pathways?
3. How are you assessing participants' interest and readiness?

Career Readiness Stages

Career readiness activities provide hands-on learning opportunities to gain knowledge, self-awareness, and skills needed to prepare for a career and postsecondary education. Career readiness activities vary based on where participants are with preparing for work and further education. Types of career readiness activities fall within [four distinct learning experiences](#). As participants move along the career readiness continuum, they gain more experience, exposure, and skills related to an industry and occupation. Each stage is an opportunity to assess participants' readiness as they move along the continuum towards employment.

Career Readiness Continuum & Assessment Checkpoints



Career Readiness Activities

The most effective way for participants to determine their career aspirations and interests is through hands-on learning. Ideally, hands-on learning takes place with an employer partner to encourage real-world learning. Below are examples of activities that connect participants to workplace knowledge and skills. YouthBuild programs and employer partners can organize and facilitate activities together. The example career activities address career awareness, exploration, and preparation. Typically, career training should occur at a work site. Refer to the [Competency Models and Mapping Topic in Brief](#) for more information on designing training with employers.

Example Career Activities

Career Awareness

- Career Fairs & Expos
- College Visits
- Company Tours
- Business Partner Guest Speakers
- Career Research

Resources

- [CareerOneStop Industry Videos](#)
- [O*NET Interest Profile](#)
- [Occupational Outlook Handbook](#)
- [CareerOneStop](#)
- [STEM Careers Coalition](#)
- [GetMyFuture](#)

Career Exploration

- Career-Related Project-Based Learning
- Informational Interview
- Job Shadow
- Mock Interview
- Service Learning
- Industry & Career Pathway Research
- Career Reflections

Example: Have you thought about what industries or types of businesses are looking for people with your strengths and ambitions? What do you know about them? What could you do to learn more?

Career Preparation

- Career Coaching & Mentoring
- Workplace/Industry Challenge
- Work Experience
- Resume Writing & Interview Prep
- Industry Certification
- Occupational Training

Resources

- [Safety Practice & Employment Rights Education](#)
- [CareerOneStop Certification Finder](#)

Participant Career Readiness Assessments Plug and Play Resources

Use the resources below to contextualize to your program.



Career Awareness and Exploration Resources

Resources include the **Career Pathway Self-Reflection** and the **Career Pathway Alignment Assessment**.

Intended User: The resources are intended for participants to determine whether their career interests, personal assets, and needs align with a specific career pathway. YouthBuild program staff can support participants as needed and facilitate discussions and follow-up questions.



Career Preparation and Training

Plug and Play resources provided in this brief that fall under career preparation and training include **Interview Preparation Assessment** and **Preparing for a Work Experience Assessment**.

Intended User: The resources are intended for participants to prepare for an interview and work experience. YouthBuild program staff can support participants as needed with accessing resources.



Career Pathway Self-Reflection

Reflect on how your strengths, interests, and needs overlap with a specific career pathway.

Career Pathway: _____

Occupation: _____

List your **strengths**:

How do your **strengths** overlap with the occupation within the career pathway?

List your **interests**:

How do your **interests** overlap with the occupation within the career pathway?

List your **needs**:

How does the occupation within the career pathway address your **needs**?



Career Pathway Alignment Assessment

Use the following questions to determine if an occupation within a career pathway aligns with your interests, strengths, and needs.

Occupation: _____

Assessment Question	Yes	No	Maybe
Does this occupation align with my strengths?			
Does this occupation allow me to utilize my skills?			
Does this occupation excite me?			
Does this occupation align with my values?			
Does this occupation align with my career and/or education goals?			
Does this occupation support my financial needs?			
Does this occupation support my well-being?			
Does this occupation offer a work environment that I like?			
Does this occupation allow me to take care of myself and my family?			
Does this occupation support my long-term needs?			
Does this occupation align with my interests?			
Do I need more information about this career pathway and occupation?			



Interview Preparation Assessment

Use this list of questions to prepare and assess readiness before an interview.

Preparing for Interview Questions	Yes	No	Partially
I have an updated resume.			
I had someone review and provide feedback on my resume.			
I shared my resume with the organization interviewing me.			
I developed an elevator pitch about myself.			
I have prepared for my interview by researching the organization and job.			
I have prepared for my interview by practicing my responses.			
I have a good sense of what the work experience opportunity is.			
I have a list of questions for the organization interviewing me.			
I know how to get to my interview or access my interview online.			



Preparing for a Work Experience Assessment

Use the following list of questions to prepare before a work experience or job. Work with your program to identify resources that can support you in accomplishing any difficult tasks.

Preparing for a Work Experience Questions			
Logistics for Needs	Yes	No	N/A
I have a plan for how I will get to and from work.			
I have secure housing.			
I have a plan for childcare.			
I have a support system in place for my mental and emotional health.			
I have discussed with my family my new work responsibilities.			
I have a plan for how to manage my paychecks and budget my income.			
I have a plan in place for bringing lunch to work.			
Logistics for Work			
I have thought about what I want to learn and gain through this experience.			
I understand what professional behaviors are expected of me.			
I have my work schedule and understand what time I need to arrive to work.			
I have completed and signed all required paperwork.			
I have all forms of identification needed to access a work site.			
I have clarified what I need to bring with me on my first day of work.			
I have access to the required attire and safety gear.			
I understand my worker rights and safety protocol.			
I have the contact information of my supervisor.			