**Employment Routeway Self-Assessment Checklist**

**(Plain English Version)**

Check you have everything you need to help you to find the right job for you. Go to the online Employment Routeway (is there a link to put here?) for more help

|  |  |  |
| --- | --- | --- |
| **Issue to  consider** | **Details to think about** | **Links to offers of help  near you** |
| **Section A** | **Preparation and Assessment** |  |
| **1.Are you easy to contact?** | * Is it easy for Employers to contact you? Do you have * an email address that looks professional to an employer * a phone number they can call and leave a message? * Can you leave email and phone messages for employers | **LAASLO**  (Middlesbrough/Newcastle)  **FIVE LAMPS**  (Stockton 15yr-29yr)  **NATIONAL CAREERS**  **SERVICE**  (Regional)  **NUR FITNESS**  (M’bro)  **ROUTES TO WORK- THE ONE STOP SHOP**  (Darlington and other Regional)  **STEP FORWARD TEES VALLEY**  (Darlington, Hartlepool, M’bro, Redcar)  **PRINCES TRUST**  (Newcastle/Middlesbrough)  **NERS**  (Newcastle)  **HOPE FOUNDATION**  (Middlesbrough) |
|  |
| **2. What job  would you  like?** | * Do you have a career or profession that you want to continue? * Do you have a career / profession that you want to train in? * Have you considered what skills you already have and how these can be transferred here? * Do you know how to get your skills and qualifications from your own country validated or converted here? | **Learning and Skills Service**  (Northumberland)  **HOPE FOUNDATION**  (Middlesbrough0  **FIVE LAMPS (15- 29)**  (Stockton)  **NATIONAL CAREERS**  **SERVICE**  (Regional)  **NUR FITNESS**  (M’bro)  **ROUTES TO WORK- THE ONE**  **STOP SHOP**  (Darlington and Regional)  **STEP FORWARD TEES VALLEY**  (Darlington, Hartlepool, M’bro,  Redcar)  **PRINCES TRUST**  (Newcastle/Middlesbrough)  **Investing In People and Culture**  (North East Region)  **THE OTHER PERSPECTIVE**  (North East region)  **NERS**  (Newcastle)  In |
| **3.Do you have a business idea?**  **Would you like to be**  **self-employed** | Do you have an enterprising idea you  want to develop?  Do you know how to start up business in  the UK?  Do you know how to become  ‘self-employed’? | **Middlesbrough Community**  **Learning**  (Middlesbrough)  **FIVE LAMPS (15- 29)**  (Stockton)  **ACTES (15 -29)**  Middlesbrough  **THE OTHER PERSPECTIVE**  (North East Wide)  **PRINCES TRUST**  (Newcastle/Middlesbrough) |
| **4.Language** | Is your English language good enough to | **Action Foundation**  (Newcastle)  **Middlesbrough Environment City**  (M’bro)  **Northumberland County Council**  (N’Land)  **Hope Foundation**  (Middlesbrough)  **Middlesbrough Community**  **Learning**  (Middlesbrough)  **Open Door**  (Middlesbrough)  **Comfrey Project**  (Gateshead)  **Stockton Riverside College** (Stockton)  **NEST**  (Newcastle University)  **Everyday Language Solutions** (Regional)  **Learning and Skills Service**  (Northumberland)  **ROUTES TO WORK- THE ONE**  **STOP SHOP**  (Darlington and other Regional) **THE OTHER PERSPECTIVE**  (North East Wide) |
| get the job you want?  Do you need to improve your level of  English?  Do you need an interpreter? |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **5. Using IT** | | Can you | | use computers? | | |  | | |  | **FIVE LAMPS (15- 29)**  (Stockton)  **HOPE FOUNDATION**  Middlesbrough  **Learning and Skills Service**  Northumberland  **NUR Fitness**  Middlesbrough |
|  | |  | | | | | | |
| Do you want to improve your IT skills?  Do you know where to access the internet, and to use search engines? | | | | | | | | |
|
| **6. Maths** | | Is your maths at the right level for the job you want to do? | | | | | | | | | **HOPE FOUNDATION**  Middlesbrough  **Middlesbrough Community**  **Learning**  (Middlesbrough) |
| **7. Additional Needs** | | Do you have additional needs (such as a disability or health condition) that you feel might make it harder to get the job you would like? | | | | | | | | | **NUR Fitness**  (Middlesbrough)  **STEP FORWARD TEES VALLEY**  (Darlington, Hartlepool, M’bro,  Redcar) |
| **8. Family** |  | Do you have children to look after?  Do you look after another person?  Do you need advice on how to manage  this in work? | | | | | | | | | **HOPE FOUNDATION**  (Middlesbrough) |
|  | |
| **9. Money Problems** | | Do you have money problems?  Have you checked to see how having a  job affects your benefits? Look at the  ‘Entitled To’ website **(put the link in?)** | | | | | | | | |  |
| **10.Experience - volunteering or work experience** | | Are you a volunteer?  Have you volunteered?  Have you shown this clearly on your CV. Would you like to volunteer?  Do you know if there are apprenticeships or traineeship opportunities for the jobs you want? Do you know how to access them? | | | | | | | | | **Action Foundation**  (Newcastle)  **NERS**  (Newcastle)  **Open Door**  (Middlesbrough)  **Comfrey Project**  (Gateshead)  **ROUTES TO WORK- THE ONE**  **STOP SHO**P  (Darlington and other Regional) |
| **Section B** | | **Matching to suitable job vacancies** | | | | | | | | |  |
| **11.CV** | | Have y | ou got a CV | | th | at sh | ows your skills, | | | | **National Careers Service**  (Regional)  **HOPE FOUNDATION**  (Middlesbrough)  **NERS**  (Newcastle)  **Learning and Skills Service**  (Northumberland)  **OPEN DOOR**  (Middlesbrough)  **ROUTES TO WORK- THE ONE**  **STOP SHOP**  (Darlington and other Regional) |
| qualifications and experience contact details?  Do you have an online version as well as a paper copy version? | | | | | | , | full | |
| **12.References** | | Do you have 2 people you can ask to provide a reference for you? | | | | | | | | | **HOPE FOUNDATION**  (Middlesbrough) |

|  |  |  |
| --- | --- | --- |
| **13. Finding jobs** | Can you use the internet to search for jobs and apply online (including uploading documents)?  Are you attending employer recruitment events, such as job fairs, and recruitment campaigns?  Do you know how to contact recruitment agencies? | **Open Door**  (Middlesbrough)  **Learning and Skills Service**  (Northumberland)  **Routes to Work**  (Darlington)  **Step Forward Tees Valley**  (Redcar, Hartlepool, Middlesbrough,  Darlington)  **Hope Foundation**  (Middlesbrough) |
|  |
|
| **14. Applying for Jobs** | Do you know how to write a good application form? Are you aware of the importance of fully completing an application form?  Do you know how to write a good quality | **Routes to Work**  (Darlington)  **Step Forward Tees Valley**  (Redcar, Hartlepool, Middlesbrough,  Darlington)  **Hope Foundation**  (Middlesbrough)  **FIVE LAMPS (15- 29)**  (Stockton)  **NERS**  (Newcastle)  **National Careers Service**  (Regional)  **NUR Fitness**  (Middlesbrough)  **Open Door**  (Middlesbrough) |
| covering letter to employers? |
| **15. Interviews** | Do you know how to present yourself well | **National Careers Service**  (Regional)  **FIVE LAMPS (15- 29)**  (Stockton)  **HOPE FOUNDATION**  (Middlesbrough)  **Learning and Skills Service**  (Northumberland)  **NUR Fitness**  (Middlesbrough)  **Open Door**  (Middlesbrough) |
| at an interview in the UK?  Do you know what to wear for an  interview in the UK? |
| **16.Help with money for interviews** | Do you have the right clothes to go to an interview, or start work?  Do you know how to travel to interviews and work? Can you afford to travel there? | **National Careers Service**  (Regional)  **FIVE LAMPS (15- 29)**  (Stockton) |
| **17. Bank account** | Do you have a bank account that your wages can be paid into? |  |
| **Section 3** | **In-work support and progression** |  |
| **18. UK workplace culture** | Do you feel confident about what is expected in the UK workplace? For example, how to treat other workers, when to take breaks etc.? | **ICOS**  (Sunderland)  **HOPE FOUNDATION**  (Middlesbrough)  **NERS**  (Newcastle) |
| **19. Knowledge of your rights as a worker** | Do you know your rights to holidays and | **ICOS**  (Sunderland)  **HOPE FOUNDATION**  (Middlesbrough)  **NERS**  (Newcastle) |
| sick pay? Do you know what to do if you experience discrimination, or if you feel they are being exploited or being abused? |
| **20. Pensions** | Do you know about your rights and responsibilities about paying into a workplace pension? | I**COS**  (Sunderland)  **HOPE FOUNDATION**  (Middlesbrough) |
| **21. Promotions** | Do you know about routes to promotion once you are in a job? | **ICOS**  (Sunderland)  **HOPE FOUNDATION**  (Middlesbrough) |
|  |

3