

Gateway Activities

INITIAL ASSESSMENT/EMPLOYMENT PLAN DEVELOPMENT UNIVERSAL to STAFF-ASSISTED SERVICES

Customer Name: _____ SSA#: _____

1. **Received at least one (1) Universal Service**

- Enrollment in Cal Jobs
- Resource room usage
- Labor market information
- One-Stop Center orientation
- Group informational activities (e.g., Resume / Job Interview Workshop; Financial Budgeting Workshop, etc.)
- Computer lab usage
- Information on unemployment insurance, training providers, financial aid, community services, etc.
- Outreach services
- Limited job search/placement services
- Rudimentary assessment of skills, aptitudes, abilities, employment strengths/ weaknesses and supportive services needs
- Discussion of programs/services that might assist in upgrading skills and filling needs
- WIA Title I eligibility determination
- Other _____

2. **Unable to obtain or retain employment though Universal Services**

- Lack marketable skills
- Unable to find a job through CalJobs
- Lack of work history
- Lack of transferrable skills
- Lack of work readiness skills
- Local economic conditions
- Limited opportunity for job sought
- Limited opportunity for wage advancement in current job (for employed individuals)
- Other _____

3. **In need of Staff-Assisted Core Services** (Enrollment Activity Code)

- Staff-assisted follow-up services, counseling for Adult/DW placed in unsubsidized employment but not exited (10)
- Staff-assisted job development (11)
- Staff-assisted job referrals (12)
- Staff-assisted job search, placement activities, including job coaching & career guidance (13)
- Staff-assisted workshops/job clubs (14)
- Other (15) _____
- Non-WIA funded staff-assisted services (16)
- Supportive Services Only (81)

Comments:

Enrollment Date:

Staff Signature:
