

CREATE Internships Employability Screening Criteria (Pre-Application) – In-School Youth Internship Form

If the student is not eligible to work in the United States, please do not proceed.

Participants must be eligible for work.



Steps to Qualify

1. Participants must have successfully completed the 11th grade
2. Have a documented disability
3. Have a professional familiar with the candidate's employability skills complete the Employability Screening Criteria (Pre-Application)

Completing the internship Pre-Application means participants will not need a letter of reference to participate.

Questions?

Ben Zimmer
Program Manager
D: 701-551-3147
P: 701-241-4858
ben@fargovtc.org

**Employability Screening Criteria
Pre-Application - In-School Youth Internship**

Prospective Intern's Name: _____

Applying for: ___ **Fall 19** ___ **Spring 20** ___ **Summer 20**

Use the table below to evaluate the internship candidates' ability to benefit whether or not the candidate is ready and if appropriate supports are available for successful completion.

Intern Screening Tool – 1 to 5

1	2	3	4	5
Requires no supports	Requires reminders but can generally perform task without support	Requires multiple prompts daily but can perform task without continual support	Performs task only with repetitive visual and/or physical prompting and can perform task only if support is present.	Cannot perform the task without assistance from support
0-10% Support while working	11-30% Support while working	31-90% Support while working	90-99% Support while working	100% Support while working

Score #1-#5:

- ___ Handles personal cares
- ___ School attendance
- ___ Uses common courtesies. Ex. Please/thank you, not interrupting, eye contact during conversation
- ___ Ability to follow their school schedule
- ___ Ability to work independently
- ___ Move from one task to another
- ___ Possess good hygiene and grooming skills
- ___ Ability to take and follow instructions
- ___ Ability to communicate effectively
- ___ Ability to cooperate with others to complete a task
- ___ Self-regulate their communication and behaviors
- ___ Ability to stay on task
- ___ Ability to problem solve
- ___ Remember a sequence of tasks
- ___ Ask for help when appropriate
- ___ Student respectful with teachers
- ___ Able to get along with others

For all fours and fives, list any supports that may be needed to assist/prepare candidate for an internship.

<p>* Explain Need for External Supports (If 4 or 5, will the individual have further supports beyond CREATE?) _____</p> <p>_____</p>

Recommendations?

___ **Yes** ___ ***Yes with external support (Job Coach)** ___ **Additional Training Required**

*Details regarding external support are required

Professional Reference's Name: _____ **Date:** _____

**** If recommendation is Yes or Yes with external support, please proceed to Internship Application ****