

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



Steps to Qualify

1. Have a school-related professional familiar with the candidate's employability skills complete the Employability Screening Criteria (Pre-Application) – In School Youth Internship form.
2. **If the student is not eligible to work in the United States, do not proceed. Participants must be eligible for work. Please refer to the Employment Eligibility Verification Form I-9 lists of acceptable documents that establish identity and employment authorization.**
3. To qualify for this internship, participants must have successfully completed the 11th grade, have a documented disability and a barrier to employment.
4. Upon completion of the Pre-Application, with a Yes or Yes with External Supports determination, follow directions to complete Internship Application. Employability Screening Criteria forms must be submitted along with the application. Applicants must be willing to participate in a face-to-face interview during the candidate application process.
5. By completing the Internship Application, this will alleviate the need for In-School applicants to have a letter of reference for an internship program. If there are questions, please email/call the CREATE Internships Program Manager: info@fargovtc.org/701.241.4858

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

Prospective Intern's Name: _____

To qualify for this student internship, participants must have successfully completed the 11th grade, still be enrolled in high school, have documented disability, and a barrier to employment. If the student is not eligible to work in the United States, please do not proceed. Participants must be eligible for work.

Use the table below to evaluate the internship candidates' current level of support. This screening tool will help determine the readiness level of the candidate for the CREATE Internships Readiness Training Program or additional individualized skill training needed prior to a paid internship program.

Score #1-#5:

- ___ Level of documented disability and barrier to employment?
- ___ Level of employability skill support the student candidate's letter of reference will most likely indicate (a letter from an education, employment professional, former employer)?
- ___ Satisfactory school attendance and remains in good standing at school?
- ___ Ability to follow their school schedule?
- ___ Ability to adhere to regimented guidelines and procedures?
- ___ Ability to transition through their daily activities (demonstrate adaptability and flexibility)?
- ___ Possess good hygiene and grooming skills?
- ___ Ability to take and follow instructions – follow-through on school assignments and stay on-task without prompts?
- ___ Ability to communicate – is the student able to give and receive information and diplomatically convey ideas and opinions to others?
- ___ Ability to be a team player – is the student cooperative with teachers, and able to get along with classmates?
- ___ Level of demonstrated interpersonal skills – is the student able to relate to others?
- ___ Ability to self-regulate – is the student able to control and manage themselves and their emotions?
- ___ Ability to stay positive, possess a can-do attitude in challenging situations?

Recommendations? ___ Yes ___ ***Yes with external support** ___ **Additional Training Required**
*Details regarding external support are required

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

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

*** Explain Need for External Supports:** _____

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

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