

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



Steps to Qualify

1. Have a professional familiar with the candidate's employability skills complete the Employability Screening Criteria (Pre-Application) – Out-of-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 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. The candidate must provide a letter of reference from an education or employment professional, former employer, or someone who is familiar with their employability skills with their Internship Application.
6. If there are questions, please email/call the CREATE Internships Program Manager:
info@fargovtc.org/701.241.4858

**Employability Screening Criteria
Pre-Application – Out-of-School Youth Internship**

Prospective Intern’s Name: _____

To qualify for this internship, a candidate must have a documented disability and a barrier to employment. The candidate must have a letter of reference from an education or employment professional, former employer, or someone who is familiar with the candidate’s employability skills. If the youth 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 a candidate’s letter of reference will most likely indicate (a letter from an education, employment professional, former employer)?
- ___ Satisfactory attendance to events, employment or other documented events?
- ___ Ability to follow their daily 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 assignments and stay on-task without prompts?
- ___ Ability to communicate – is the candidate able to give and receive information and diplomatically convey ideas and opinions to others?
- ___ Ability to be a team player – is the candidate cooperative and able to get along with others?
- ___ Level of demonstrated interpersonal skills – is the candidate able to relate to others?
- ___ Ability to self-regulate – is the candidate 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 ****