



# BEST Team Guide Card

1. Do you have a community services directory available to you? **CSD**
2. Have you been laid off?
3. Have you been terminated from your job?
4. Are you a dislocated worker? (Have you been terminated, laid off, or received notice of layoff and are unlikely to return to your previous occupation or industry.)
5. What was the last day of work? Position title?
6. Are you willing to relocate?
7. What type of jobs have you been applying for?
8. Do you have an updated; cover letter, resume (VOS, CalJOBS, electronic), and master application? **WS**
9. Do you need help with interviews? **WS**
10. Would you like information about services for job seekers with disabilities? **DOR**
11. Would you like information about Adult Daycare or IHSS?
12. Do you need help getting a GED or Diploma? **MAS**
13. Do you need to attend training to upgrade your skills? **TRNG**
  - a. If yes, can you afford to attend training right now?
14. Do you need help finding childcare in order to work or attend training? **PA/R&R**
15. Are you bilingual? If yes, what language(s)?
16. Do you know how to use a computer?
  - a. If yes: are you skilled or limited skills?
17. Do you know: MS Word, MS Excel, Access, QuickBooks, and Internet? **MAS**
18. How fast do you type? **MB**
19. Have you ever been convicted of a misdemeanor or felony?
  - a. If yes, please state conviction(s)?
20. Are you on probation or parole?
21. Are you willing to put in the effort to improve your employment opportunities?
22. What are your highest priorities?

## Plan of Action

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## Key

- CSD- Community Services Directory
- DOR- Department of Rehabilitation
- MAS- Madera Adult School
- MB- Mavis Beacon (in resource room by appointment only)
- PA/R&R- PACEAPP & MCCA Resource & Referral Child Care Program
- TRNG- Training (WIA, Fresno City College Training Institute, etc...)
- WS- Workforce Center's Workshops (on calendar)