

# San Diego Career Center Network Employment Team

## Employment Ready Criteria/Definition

The functions of the Employment Team are designed to continuously evaluate the job seeker's needs and to keep that job seeker focused and engaged during their active work search. The end result is to secure and sustain viable employment.

The Employment Team's recommendations for Employment Ready Criteria are as follows:

### EMPLOYMENT READY DEFINITION:

- ✓ Has a CalJOBS<sup>SM</sup> Resume with Legal Status or Authorization to Work verified/checked
- ✓ Has a cover letter and resume with a clear employment objective
- ✓ Three (3) active professional references
- ✓ Proper attire and grooming
- ✓ Addressed barriers to employment
  - Transportation
  - Child care in place (if applicable)
- ✓ Has skills for the position ~ may be verified through an assessment or self-attestation
  - Education
  - Tools/Equipment
  - Training
  - License(s)
  - Credential(s), etc.