Ember Employment Work Readiness Checklist



The checklist below will help gauge the persons work readiness and suitability for the service, when referring to Ember Employment

☐ Communication: The person should be contactable, able to return calls, texts, emails

☐ Engagement: The person must be willing to attend all scheduled meetings/interviews and follow the Ember Employment programme, this consists of pre employment and post-employment support

☐ Working in partnership: The person agrees to work in partnership with the Employment Consultant sharing the load of employment related tasks

☐ Mental Health: Is the persons mental health stable and are they well enough to engage in employment activities

☐ Commitment: The person commits to receiving supports in Auckland & Northshore, to find suitable employment for up to 12months, as well as 12months post-employment support, with no upcoming commitments e.g. surgeries, full time study etc

☐ Paid Employment: Ember Employment is not a recruitment agency and we do not support people into long term volunteer roles. The person agrees to receiving support to find paid employment of their choice for a minimum of 5 hours or more per week, earning at least minimum wage

☐ Studying: If the person is studying part time, they are willing to look for paid employment of 5 hours or more

☐ Realistic expectations: If the persons preferred role is not available, they are open to exploring different employment options which match their skills and abilities

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