

# Basic Skills Screening Tool

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

- 1) Do you have a high school diploma, General Education Development (GED) certificate or High School Equivalency Diploma (HSED)?  Yes  No  Currently in high school (does not include GED or HSED programs)
- 2) Can you follow basic written instructions and diagrams with no help or just a little help?  Yes  No
- 3) Can you fill out basic medical forms and job applications?  Yes  No
- 4) Can you add, subtract, multiply and divide with whole numbers up to 3 digits?  Yes  No
- 5) Can you do basic tasks on a computer?  Yes  No
- 6) Do you speak and read English well enough to get and keep a job?  Yes  No

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

**For internal use only:**

Was the individual able to complete this screening tool without help? \_\_\_\_\_

**For the Adult Program only:**

If any question is answered, "No," or the form could not be completed independently, the individual should receive priority.

Does the individual receive priority? \_\_\_\_\_

What level of priority? \_\_\_\_\_

(See section 8.3.2 of the WIOA Policy Manual for the order of priority.)

**For the Youth Program only:**

If any question is answered, "No" or the form could not be completed independently, the individual has an eligibility barrier.

Does the individual have an eligibility barrier? \_\_\_\_\_

Name of Career Planner: \_\_\_\_\_

Career Planner

Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_