

Quality Job Referral Scoring Matrix

Initial Assessment is current		ONET		
Meets Expectations	Not Acceptable	Meets Expectations	Not Acceptable	
NOT Scored	0 for entire review	NOT Scored	0 for entire review	
Current IA	No current IA	<u>At least one</u> desired occupation matches Job Order Referred to	No matching desired occupation	
Licenses & Certifications				
Meets Expectations	Not Acceptable	DRAFT		
NOT Scored	0 for entire review			
Licenses and or certifications(entered on certification tab) match requirements listed in Job Order	Licenses and or certifications <u>do not</u> match requirements listed in Job Order			
Resume is entered into SKIES				
Far Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	Not Acceptable
5	4	3	2	1
All of 4 + additional information about job seeker's qualifications is included in resume section that supports the referral	All of 3 + examples of qualifications are documented in resume section	Resume is entered into SKIES. Information about job seekers qualifications is targeted to requirements listed in job order	Resume is included in SKIES although not targeted	Resume is not included in SKIES
Work History/Experience & Education match Job Requirements				
Far Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	Not Acceptable
5	4	3	2	1
All of 4 + additional information about job seeker's work history/experience is included either in resume section or case note that supports the referral	All of 3 + job seeker experience/education is specifically documented in what (i.e. Five years of experience in customer service in the auto insurance industry filing, processing claims, phones, etc., Bachelors degree in accounting.)	Experience and/or education (included on Education tab) documented and match job order requirements or no education/experience requirement documented in job order	Job seeker's experience and/or education does not match job order experience and/or education requirements	Job seeker experience /education is not documented
Knowledge, Skills & Abilities				
Far Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	Not Acceptable
5	4	3	2	1
All of 4 + additional information about job seeker's knowledge, skills and abilities is included either in resume section or case note that supports the referral	All of 3 +job seeker's knowledge, skills and abilities addressing job order preferred skills/abilities is documented and/ or documented examples of job seeker skills and abilities	Job seeker's knowledge, skills and abilities are documented and address the required skills and abilities listed in job order. MUST meet all minimum skill requirements. Documentation pertaining to job seeker's demonstration of required soft skills is included	Job referral documentation is missing information about required knowledge, skills and abilities. Information does not meet ALL skill requirements listed in job order (i.e. typing 65 wpm, forklift driver, etc.)	No job referral documentation, unclear if the conversation has taken place desk side