



# OTTER CLIENT SELF-ASSESSMENT

## for all participants funded through OTTER

Please complete the following form and forward back to  
Andrea Edgar via email at [aedgar@ogemawahj.on.ca](mailto:aedgar@ogemawahj.on.ca)

Participant Name:	Date:	
Interested in:		
Barriers (check all that apply):		
None	Lack of Labour Force Attachment	Lack of Work Experience
Lack of Transportation	Remoteness	Language
Education	Economic	Dependant Care
Lack of Marketable Skills	Physical or Mental Health	Other: _____
Strengths:		
Weaknesses:		
Employment History:		
Education:		
Current Career Plan/Goals:		
Courses/Training taken that supports current career plan/goal:		
Other courses/training taken that does not support current career plan/goals:		



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## INSTRUCTIONS FOR COMPLETION

<b>Participant Name:</b> <b>Your Name</b>	<b>Date:</b> <b>Today's date</b>												
<b>Interested in:</b> <ul style="list-style-type: none"><li>➤ <b>List employment areas you would find interesting to work in</b></li><li>➤ <b>Example: Welder/Electrician Apprenticeship, PWS, Office Administration, etc</b></li></ul>													
<b>Barriers (check all that apply):</b> <ul style="list-style-type: none"><li>➤ <b>What prevents you from succeeding and/or obtaining meaningful employment</b></li><li>➤ <b>Example: Can drive but have no vehicle, don't know how to use computer, don't have proper training/education, etc.</b></li></ul> <table><tr><td><input type="checkbox"/> None</td><td><input type="checkbox"/> Lack of Labour Force Attachment</td><td><input type="checkbox"/> Lack of Work Experience</td></tr><tr><td><input type="checkbox"/> Lack of Transportation</td><td><input type="checkbox"/> Remoteness</td><td><input type="checkbox"/> Language</td></tr><tr><td><input type="checkbox"/> Education</td><td><input type="checkbox"/> Economic</td><td><input type="checkbox"/> Dependant Care</td></tr><tr><td><input type="checkbox"/> Lack of Marketable Skills</td><td><input type="checkbox"/> Physical or Mental Health</td><td><input type="checkbox"/> Other: _____</td></tr></table>		<input type="checkbox"/> None	<input type="checkbox"/> Lack of Labour Force Attachment	<input type="checkbox"/> Lack of Work Experience	<input type="checkbox"/> Lack of Transportation	<input type="checkbox"/> Remoteness	<input type="checkbox"/> Language	<input type="checkbox"/> Education	<input type="checkbox"/> Economic	<input type="checkbox"/> Dependant Care	<input type="checkbox"/> Lack of Marketable Skills	<input type="checkbox"/> Physical or Mental Health	<input type="checkbox"/> Other: _____
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<b>Strengths:</b> <ul style="list-style-type: none"><li>➤ <b>List what you consider to be your strength(s) as it relates to your employment interests</b></li><li>➤ <b>Example: Good communication skills, team player, strong time management skills, etc</b></li></ul>													
<b>Weaknesses:</b> <ul style="list-style-type: none"><li>➤ <b>List what you consider to be your weakness(es) as it relates to your employment interests</b></li><li>➤ <b>Example: Unorganized, lack of computer knowledge, need to complete grade 12, unable to drive, etc.</b></li></ul>													
<b>Employment History:</b> <ul style="list-style-type: none"><li>➤ <b>List last 3 places that you have worked and include:</b><ul style="list-style-type: none"><li>• <b>Job Title, Employer Name, Address, Employed To and From</b></li><li>• <b>Example: Dealer at Casino Rama – Rama, ON Sept to Dec 2013</b></li></ul></li></ul>													
<b>Education:</b> <ul style="list-style-type: none"><li>➤ <b>List school diplomas, degrees, certificates you have received</b></li><li>➤ <b>Provide program name, school name, year of graduation, if applicable</b></li><li>➤ <b>Example: Marketing Diploma from Georgian College - 2014</b></li></ul>													
<b>Current Career Plan/Goals:</b> <ul style="list-style-type: none"><li>➤ <b>List what type of job(s) you would like to hold in the next 5 years or maybe what school and program you would like to study</b></li><li>➤ <b>Example: Attend Georgian College and obtain Diploma in Business Administration. Eventually to work as Manager for company or possible own business</b></li></ul>													
<b>Courses/Training taken that supports current career plan/goal:</b> <ul style="list-style-type: none"><li>➤ <b>List courses, certificates, etc that you have completed that support the current career plans/goals listed above</b></li><li>➤ <b>Example: Your career goal is to become an Administrative Assistant and you have completed one year college certificate program, taken Excel and Word computer courses</b></li></ul>													
<b>Other courses/training taken that does not support current career plan/goals:</b> <ul style="list-style-type: none"><li>➤ <b>List courses, certificates, etc that you have completed but are not relevant to your current career plans/goals listed above</b></li><li>➤ <b>Example: Your career goal is to become an Administrative Assistant but you have a diploma in Recreation</b></li></ul>													