

Core Services Checklist for Training

These CORE services will be verified by a staff member to help determine your eligibility and appropriateness for possible training. Please feel free to ask for assistance with these tasks. OhioMeansJobs Assistants are available to assist you through these steps and may also assist you with additional services.

Job Seeker Name:	Career Interest(s):
Current Address:	Phone Number:
City, State, Zip:	Email Address:

CORE SERVICES CHECKLIST	
Complete the following prior to meeting with Program Specialist:	Date(s) Completed:
1. Register on www.ohiomeansjobs.com .	
2. Create or update your resume and upload it to your account on www.ohiomeansjobs.com .	
3. Meet with an Ohio Means Jobs Assistant to discuss the CORE services available through the OMJ Center. STAFF INITIALS:	
4. Complete the Career Profile Assessment and explore possible career options on www.ohiomeansjobs.com .	
5. Apply for a job using your updated resume and provide verification of your submitted application.	
Completion of these <i>additional</i> activities may help when determining your appropriateness for possible training funds. (optional)	Completed:
1. Create a Career Plan on www.ohiomeansjobs.com .	YES <input type="checkbox"/> NO <input type="checkbox"/> Date:
2. Complete the Target Salary calculator on www.ohiomeansjobs.com to help determine what annual salary is needed to cover your expenses.	YES <input type="checkbox"/> NO <input type="checkbox"/> Date:
3. Complete WorkKeys Assessments on www.ohiomeansjobs.com .	YES <input type="checkbox"/> NO <input type="checkbox"/> Date:
4. Create a detailed summary to provide with your request for Training. Include your career goal, reasons why you have chosen that goal, what steps you have taken to achieve, what services are needed for you to reach your goal, and reasons why you believe you are appropriate for this training assistance.	YES <input type="checkbox"/> NO <input type="checkbox"/> Date:

NOTE: Completion of the above steps DOES NOT GUARANTEE eligibility/appropriateness for further services such as training. OhioMeansJobs Assistants do not determine eligibility/appropriateness for further services. Those determinations must be made by a caseworker. These steps will however help prepare you for your meeting with a caseworker. *Not all schools and/or training programs are approved for funding.

I have completed the above checklist and would like to be contacted by a caseworker to further discuss my career goals and the possibility of further services.	
Signature:	Date:

FOR AGENCY USE ONLY

Received by: _____

Received date: _____