

## **For Staff Use Only: Prescreening Tool Review & Discussion Tool**

**This training is online. Please rate your personal computer skills.**

- Persons answering “none” here may struggle with the training. Recommend referring them to a basic computer course, potentially available in the American Job Center/career center, or at a local community college, and preferably one that is no-cost.
- Persons answering “very little” should potentially spend some time in the AJC resource center on the computers, getting comfortable with using a mouse, navigating screens, etc. If they can do email and shop, they should be fine, but will probably struggle more than someone with more advanced skills and may benefit from more frequent check ins/monitoring to assure they are making progress.

**Do you have access to a laptop, tablet, or personal computer? If no, do you need assistance in locating computer access?**

- Just because someone doesn’t have access to technology doesn’t mean they cannot use it. Be prepared to share information about local free computer access, such as in the AJC resource center, public library, Goodwill, other community resources. Do they have friends or family members willing to let them use their computer/access? If asked, the program does not provide recipients with technology, nor can we pay for outside computer training.

**What certificate(s) are you most interested in? Select all that apply**

- If after being provided information about the five certificates areas, they say, “none of the above,” then this program is probably not for them. Depending on the individual, you might want to ask why they applied if they aren’t interested so we can assure messaging is not causing confusion.
- Python is available only to people who have completed the IT support certificate and have a minimum of 24 months of relevant experience and/or education. If they ask what Python is, it is probably not for them.

**Do you have any previous experience/education in any of these fields? Select all that apply**

- As stated by Grow with Google, previous experience/education is not required. However, previous experience/education can certainly indicate a person’s understanding of the topic.

**Which of these skills do you currently have? Select all that apply**

- Possessing these skills is not a requirement, but the ones listed directly align with the certificate topic and can indicate a person’s understanding of the topic.

**Which of these areas interest you? Select all that apply**

- If after being provided information about the five certificates areas they say “none of the above,” then this program is probably not for them. Depending on the individual, you might want to ask why they applied if they aren’t interested so we can assure messaging is not causing confusion.

**This training will require a commitment of six to 10 hours per week, or more. Do you have that time available?**

- If they don't have the time to commit, then you should encourage them to reapply when they do. To complete in the six months allowable, that level of commitment is required.

**This training is self-paced, and you will work on your own. Do you feel comfortable with that type of training?**

- Answering yes would indicate potential success in completing the certificate.
- Answering no would indicate the person may struggle and fail to complete. This may not be a good fit for them.
- Answering "I've never done it before" is not an indicator of potential failure, but the person would likely benefit from frequent check ins to assure they are making progress.

**Why do you want to attend this training? Mark all that apply.**

- These are all good reasons. If they cannot answer the question, then this is probably not a good fit.

**Which part of the training do you think will be the most valuable? Mark all that apply.**

- These are all good reasons. If they mark "don't know," they need more information or time to decide if this is a good fit for them.

**How would you rate your current knowledge/skill/ability on this topic on a scale of 1 to 5, with 1 being none and 5 being high?**

- Would recommend a brief discussion with the potential recipient based on their answer.

**What do you hope to do differently when you have completed the course? Mark all that apply.**

- These are all good reasons. If they mark "don't know," they need more information or time to decide if this is a good fit for them.

**Would you like assistance with any of the following MassHire Career Center services? Mark all that apply.**

- They don't need to wait until they finish training to start thinking about looking for a job with their new skills, and can use this time to update their resume, hone their job seeking skills, etc.