



Work Requirements: Job Readiness

As of October 1999

State	Job Readiness is an authorized work activity	Participation mandated for certain groups*	State Definition of Job Readiness
Totals	48 Yes 1 No 2 Local	6 Yes (see descriptions) 43 No	
Alabama	Yes	Job search and/or job readiness is mandated for every adult who lacks a high school diploma, who is not employed full-time or whose income is not sufficient to support his/her family.	An intensive, short-term component, consisting of formal classroom training designed to prepare the client for successfully seeking and maintaining employment. Typical activities include application completion, interview skills, ways to locate job openings, general workplace expectations, and the behaviors and attitudes necessary to compete successfully in the labor market.
Alaska	Yes	No	Instruction in interviewing skills, work ethics, assertiveness, communication skills, computer software, Work Opportunity Tax Credit, entrepreneurship, vocational counseling, and basic life skills; arrangements for any needed child care
Arizona	Yes	No	This is a structured employment preparation program including life skills, employment and job retention skills, with a two week preparation workshop and a standardized statewide curriculum.
Arkansas	Yes	No	Group job search, with two components: job club and assisted job search

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California	Yes	No	Providing recipients with training to learn job seeking and interviewing skills, to understand employer expectations, and to learn skills designed to enhance the individual's capacity to move toward self-sufficiency.
Colorado	Yes	No	Could include resume writing, improved job retention, conflict management, goal setting and self esteem building.
Connecticut	Yes	No	
Delaware	Yes	No	Job search classes have been developed by the Division of Social Services with the State Departments of Labor and Economic Development. There are no regulations defining what "job search" is. In addition, these classes are conducted by contractors, often non-profit agencies.
Dist of Columbia	Yes	No	
Florida	Yes	No	A review of WAGES requirements; basic job seeking and job retention skills; instruction in completing an employment application and writing a resume; training in job interview skills and appropriate dress; access to an employment resource center; assisted job search
Georgia	Yes	No	Closely monitored job seeking combined with training to prepare participants to successfully seek and maintain employment
Hawaii	Yes	No	Skills building

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Idaho	Yes	No	Included as part of job search; activity determined on a case by case basis
Illinois	Yes	No	Learning the "necessary essentials to obtain and maintain employment.. that will lead to economic independence."
Indiana	Yes	No	Family life skills (parenting, time-management, budgeting, grooming); job retention and job coping skills; drug, alcohol and mental health treatment
Iowa	Yes	No	Part of job club, devoted entirely to job seeking skills
Kansas	Yes	No	Alcohol and other drug assessment and treatment, community workshops, employment counseling/comprehension, job coaching, job retention workshops, life skills workshops, and organized support groups
Kentucky	Yes	No	Pre-employment preparation to ensure that participants are familiar with general workplace expectations
Louisiana	Yes	No	Activity (combined with job search) designed to assist participant in developing positive work attitudes, behavior and life skills
Maine	Yes	Teen parents under age 20	Life management skills (including driver's education, budgeting, nutrition, substance abuse counseling, and self esteem building), family planning, health care referral, parenting education.

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Maryland	Yes	No	Instruction and career exploration, basic work expectations and behaviors
Massachusetts	Yes	Individuals whose youngest child is age six or older	Activities to assist the participant in conducting an effective job search and preparing for the transition to employment
Michigan	Yes	No	Activities that help participants become familiar with general workplace expectations and learn behavior and attitudes necessary to compete successfully in the labor market.
Minnesota	Yes	No	Part of job search activity
Mississippi	Yes	Individuals not deemed to be "job ready"	Instruction in how to apply for jobs (e.g., dress, demeanor, filling out applications)
Missouri	Yes	No	Instruction in completing job applications and resumes, interviewing, and job seeking skills.
Montana	Local	No	Classes; volunteering; career exploration; job shadowing; or work study
Nebraska	Yes	No	Programs include: developing goal setting skills, decision-making skills, and problem-solving skills; improving self esteem and self awareness; family support; budget/fiscal resources; and family planning

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Nevada	Yes	No	Orientation, assessment, vocational assessment testing, development/completion, personal and financial management classes, parenting workshops and counseling.
New Hampshire	Yes	No	Self-confidence; resume writing; interview skills; dress for success; public speaking; budgeting; child care workshop; public transportation, workplace expectations, work behaviors and attitudes necessary to compete successfully in the job market. Job retention
New Jersey	Yes	No	Instruction in making phone contacts, filling out job applications, dressing for interviews, etc.
New Mexico	Yes	No	Role playing, interviewing, resume writing, dress for success, in a "group job search" setting
New York	Local		No guidance; counties define it in their local plans.
North Carolina	Yes	No	Familiarize participants with workplace expectations and provide families with an array of skills (such as problem solving, parenting, household management) critical to becoming and remaining employed.
North Dakota	Yes	No	Activities intended to increase employability including drug/alcohol evaluation; vocational rehabilitation, assessment and counseling and up to 30 days of work preparation workshop

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Ohio	Yes	No	Training in skills and strategies in obtaining employment, engaging in self-directed job search activities. Includes interviewing, resume-writing, calling, etc.
Oklahoma	Yes	No	Orientation is five four-hour meetings to build self-esteem and find out about DHS services. 10-day video workshop on goal setting, job applications, resumes, interviewing, & job finding.
Oregon	Yes	No	Life skills, including self-esteem, goal setting, interviewing, time management, etc.
Pennsylvania	Yes	No	Training that prepares the recipient for the workplace by teaching interviewing techniques, preparation of resumes and employer expectations. May also include instruction on basic life skills and career exploration.
Rhode Island	Yes	No	Assuring participants are "familiar with general workplace expectations and exhibit work behavior and attitudes necessary to compete successfully in the labor market."
South Carolina	Yes	Job-ready individuals	Job skills training, On-the-job-training, rehabilitative services, job club
South Dakota	Yes	No	As part of job search, it includes workshops and orientation activities.
Tennessee	Yes	No	Job Club

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Texas	Yes	All non-exempt clients	Labor market information; master job application; cover letters; resumes; hidden job market; job interviews; job search skills; employment goal setting; job inquiry follow-up; job-keeping skills; self-esteem building
Utah	Yes	No	Activities designed to prepare the participant to move into the workforce in a structured setting (e.g. employment related counseling or workshops, self-esteem, problem solving workshops, job readiness workshops)
Vermont	Yes	No	Activities that teach employment or training-related skills and/or involve pre-employment activities (e.g. driver's education, self help group, parent education)
Virginia	Yes	No	Workshops, seminars, counseling or training to assist in overcoming personal or family problems that are barriers to employment and to assure familiarity with general work place expectations, work behaviors and attitudes.
Washington	No		
West Virginia	Yes	No	Classroom activities that develop skills in problem solving, decision making, communication and career exploration.
Wisconsin	Yes	No	Training in general workplace attitudes, expectations and behaviors necessary to successfully compete in the labor market. Activities include communication skills, image, identifying goals, identifying barriers.

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Wyoming	Yes	No	Activities that prepare job seekers for work and retaining work by assuring participants are familiar with general workplace expectations and exhibit work behavior necessary to compete successfully in the labor market.

* A number of states have various requirements for applicants. See the TANF Applications section of SPDP for details.

Local = local or county discretion