Useful Tips to Consider When Conducting Assessments with Participants:

- Schedule ample time to complete initial assessments at enrollment. A comprehensive assessment can take one to two hours to complete.

- Conduct in-person assessments to build relationships with new participants, but also

- Consider remote coaching sessions conducted by phone or using meeting technology, especially in rural areas and/or for clients who have transportation issues.

- Take a holistic view of the family. Consider physical and mental health, financial skills, and other conditions that create barriers to employment.

- Ask about the family’s ability to overcome barriers in the past. Learning what has worked (or not) in the past is beneficial information.

- Ask about the factors relevant to the participant’s success and not topics beyond the scope of the program. This will build trust and mutual respect.

- Take steps to ensure all information shared by the participant is treated as confidential. Some of the information discussed during assessments can be quite sensitive.

- After the initial assessment, conduct follow-up assessments on a regular basis to track progress and identify any new barriers. Take this opportunity to provide referrals to services that can bolster the participant’s outlook.