



## JOB READINESS ACTIVITY VERIFICATION MODULE 5 – MEETING EMPLOYER EXPECTATIONS

Participant Name: \_\_\_\_\_ RID #: \_\_\_\_\_

Participation Hours:  30 hours  20 hours  Other: \_\_\_\_\_

When you are getting **TANF** cash assistance, you must participate in approved work activities. One of the work activities is **Job Readiness**. You were provided the **NHEP Job Readiness Module Series/Module 5 – Meeting Employer Expectations**. You must complete the sections in this **Module** to get credit for this **Work Activity**. Enter the time that you spent working in the **Module** sections on this form. Bring the completed **Module** and this form to your next **NHEP** appointment with you **Employment Counselor Specialist (ECS)**. This form, your documents and your **Job Search Logs** are proof of time spent in this **Work Activity**.

If you have any questions, contact your **NHEP Employment Counselor Specialist (ECS)**.

ASSIGNMENT	DATE	TIME SPENT	DATE	TIME SPENT	DATE	TIME SPENT	TOTAL
SECTION 1 – Appearance & Presentation							
SECTION 2 – Problem-Solving on the Job							
SECTION 3 – Workplace Behaviors							
SECTION 4 – The ABCs of Working							
SECTION 5 – Being & Dealing With a Boss							
SECTION 6 – How to Resign From a Job							
SECTION 7 – Looking for a Job While Employed							
SECTION 8 – Work & Social Media							
SECTION 9 – Balancing Work & Family							
SECTION 10 – Time Management & Organization							
SECTION 11 – Ethics in the Workplace							
SECTION 12 – Safety on the Job							
<b>Total Time Spent:</b>							

**By signing below, I state that the above information is true and accurate.**

\_\_\_\_\_  
 Client Signature \_\_\_\_\_ Date