Mississippi – Manpower Partnership:
Working Your Way Back Home

Working Your Way Back Home is a partnership between the Mississippi Department of Employment Security (MDES) and Manpower, supported by U.S. Department of Labor. This highly innovative, public-private initiative was created to support individuals from Mississippi who were displaced and/or rendered unemployed by Hurricane Katrina. Its aim is to help these individuals find employment, as well as the resources necessary to return home.

Working Your Way Back Home leverages the combined resources of One-Stop Career Centers (known as WIN Job Centers in Mississippi) and Manpower across the impacted states. Together, MDES and Manpower are offering employment and training services to meet the evacuees' long-term career needs in high-growth industries.

The Career Passport from Manpower is designed to help job-ready individuals affected by Hurricane Katrina link to employers in Mississippi, or in the state of their current residence, who are interested in hiring them for existing job openings. The individual receiving this Career Passport has the skills, interests and abilities that match the general job requirements of the individual's work preferences. The job candidate has successfully completed one or more employment-related assessments and /or training administered by Manpower. This individual is then considered job-ready and recommended for employment consideration.

Manpower has almost 60 years of experience in staffing, recruitment, training, HR services, outsourcing and consulting. We help companies anticipate and benefit from the changes happening now and next in the world of work. To find your local Manpower branch, refer to your local Yellow Pages or visit **us.manpower.com**.

To find your nearest One-Stop or WIN Job Center, call toll-free **877.US2.JOBS** or visit **servicelocator.org**.

For more information about this partnership, or to inquire about incentives for hiring displaced workers in Mississippi, contact the Mississippi Department of Employment Security at **866.794.6329**.

Manpower®

Career Passport

Name:		Date:
Address:		Home Phone Number:
City:	State:	Alternate Phone Number:
Temporary Address:	City:	State:
Are you 18 years of age or older? ☐ yes ☐ no		Do you have a legal right work in the United States? ☐ yes ☐ no
Do you have reliable transportation? ☐ yes ☐ no	What hours/shifts can you work? ☐ 1st ☐ 2nd ☐ 3rd ☐ weekends ☐ Part-time ☐ Full-time	

Interests

What type of work are you interested in?
Additional Training Obtained:

Recommendation

Based on the assessment results and training obtained (specify if applicable) the above individual is considered job-ready and is suitable for work in the following area(s):

Assessments Administered (If applicable. For office use only.) *NOTE: Further assessments may be administered based on specific job requirements.*

Test Name and Description	Overall Score and Rating	Test Result Interpretation (Write verbatim the description of the rating)*
☐ CLASSIFYING & ORGANIZING DOCUMENTS – Ability to sort documents by number, letter, etc.		Example: **AccountCheck:** *Accuracy Rating Obtained= Good. This rating indicates that the individual is likely to satisfactorily perform clerical accounting tasks such as making journal entries, posting dollar amounts, calculating percentages, interpreting information found on invoices and reconciling a general ledger with a bank statement*
☐ TELESKILL – Call center/customer service		
☐ ACCOUNTCHECK – Clerical accounting skills		
☐ DATA SKILLS PLUS – Data entry speed and accuracy		
☐ PHONESKILL – Voice qualities and verbal communication		
SURESKILL – Please write test name on line below (i.e., Word 97, Excel 2000) ☐ Word Processing _____ ☐ Spreadsheet _____ ☐ Database Management_____ ☐ Presentation Graphics _____ ☐ Operating Systems_____ ☐ Communicating & Scheduling _____		
☐ ULTRASKILL – Proofreading - Grammar, spelling, etc.		
☐ ULTRASKILL – Typing – Typing speed and accuracy.		
☐ SORTING & CHECKING – Ability to sort objects by number		
☐ INSPECTION – Ability to spot defects in products		
☐ COORDINATED RAPID MOVEMENT – Ability to coordinate hands and arms		
☐ TOOL-RELATED ASSEMBLY – Ability to use hand tools to assemble objects		
☐ LOGGING PRODUCTION – Ability to maintain accurate production records		
☐ AIMING – Ability to perform quick and precise movements		
☐ PCB & SMALL PARTS ASSEMBLY – ability to use fingers to assemble very small objects		
☐ OTHER TEST(S): Please specify tests below		

* See intranet under Sales & Marketing > HR Services > Assessment Services > Fulfilling the Service > Delivering the Results > Interpreting Assessment Results Guidelines

Exact job requirements for each position may vary from employer to employer and the information specified in the Career Passport document does not guarantee that you will be selected for employment or that your skills will ensure satisfactory job performance if selected. The above-mentioned document is not an application for employment with Manpower or any other employer and is not a contract, offer or promise of employment. Each eligible individual receiving a Career Passport will be required to sign a disclosure agreement and certify that the information provided is true and correct.

Work History (List current or most recent employment first) *NOTE: Manpower is not responsible for employment verification and/or reference check*

Dates employed: From: To:

Employer:

City: State:

Pay Rate: $ ☐ Full Time ☐ Part Time

Job Title:

Supervisor:

Reason for leaving:

Job duties and special accomplishments and/or skills:

Dates employed: From: To:

Employer:

City: State:

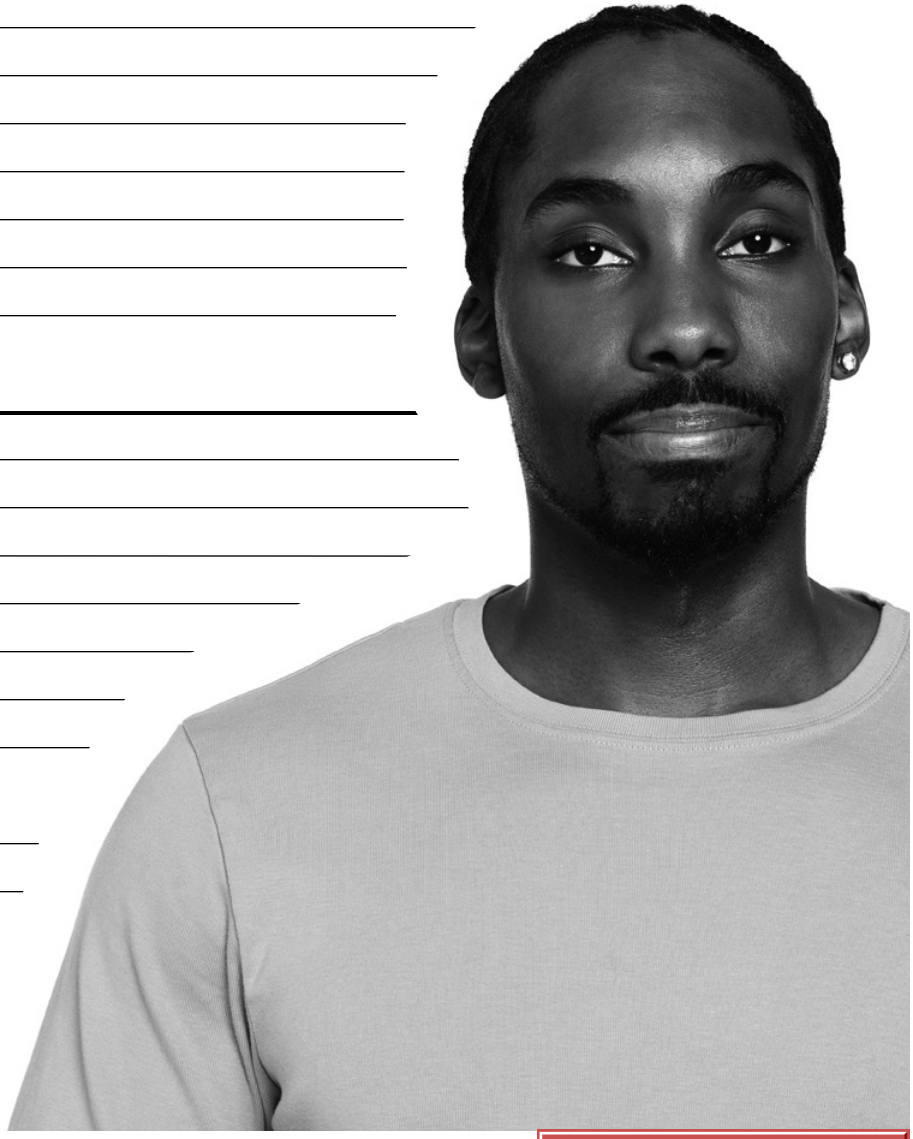
Pay Rate: $ ☐ Full Time ☐ Part Time

Job Title:

Supervisor:

Reason for leaving:

Job duties and special accomplishments and/or skills:



I, job seeker, hereby certify that the information provided in this document is true and correct. I hereby certify that I have read and understand the terms of the enclosed disclaimers.

Signature:

Date:

CLEAR FORM