MDCS
Individual Needs Assessment

The Individual Needs Assessment (INA) is a tool to help you during your job search journey. By completing the INA, you can recognize supports you may need as well as resources to assist you during your job search journey.

Community Resources

Individual Needs Checklist (Check all that apply):	Available Resources:
☐ I need to apply for Unemployment Insurance Benefits.	Call: (877) 626-6800 Web: http://www.mass.gov/dua
☐ I have questions about my Unemployment Insurance claim.	Call: (877) 626-6800 Web: http://www.mass.gov/dua
☐ I need help obtaining Health Insurance.	Call: (877) 623-6765 Web: Mass Health Connector
☐ I need help in obtaining food stamps and/or cash assistance.	Call: (877)-382-2363 Web: SNAP Benefits Project Bread Food Source Hotline: (800) 645-8333
☐ I need help with energy and/or fuel assistance.	Call: (617)573-1100 Web: http://www.mass.gov/dhcd
☐ I need to obtain information regarding childcare assistance.	Call: (617) 988-6600 for the Department of Early Education and Care (EEC) Web: EEC Single Sign In
☐ I need help in understanding credit, financial, or mortgage liabilities.	Web: Credit and debt	Mass.gov
☐ I have questions about how my enrollment in an education program will affect my unemployment benefits.	Web: Training Opportunities Program Section 30

Specialized Services

Individual Needs Checklist (Check all that apply):	Available Resources:
☐ I am a Veteran and am interested in available services.	Meet with a MassHire Veteran Representative Web: www.mass.gov/veterans
☐ I lost my job due to my company moving overseas.	Meet with a MassHire Career Center TRADE Program Counselor
☐ I am a Youth, age 18-24.	Meet with a MassHire Career Center Youth Counselor
☐ I have a disability or barrier to employment.	Adaptive equipment, individual assistance, and agency referrals are available.

Job Searching

Individual Needs Checklist (Check all that apply):	Available Resources:
☐ I need help getting started with my job search.	Visit a MassHire Career Center. Web: MassHire JobQuest (workshops or trainings)
☐ I need help writing/ updating a resume of cover letter.	Visit a MassHire Career Center. Web: MassHire JobQuest (workshops or trainings)
☐ I need to learn how to use the internet for job search.	Visit a MassHire Career Center. Web: MassHire JobQuest (workshops or trainings)
☐ I need to research the labor market for new opportunities.	Visit a MassHire Career Center. Web: MassHire 360 CIS or O*NET Online
☐ I need help preparing for my interviews.	Visit a MassHire Career Center. Web: MassHire JobQuest (workshops or trainings)
☐ I need help finding what careers fit my interests and skills.	Visit a MassHire Career Center. Web: MassHire 360 CIS or O*NET Online
☐ I need advice on how to network.	Visit a MassHire Career Center. Web: LinkedIn
☐ I need help understanding my talents and marketing them to employers.	Visit a MassHire Career Center. Web: MassHire JobQuest (workshops or trainings)

Upgrading Skills

Individual Needs Checklist (Check all that apply):	Available Resources:
☐ I lack computer skills and want to learn to use a computer.	Visit a MassHire Career Center. Web: MassHire JobQuest (workshops or trainings)
☐ I need to update my MS Office skills.	Visit a MassHire Career Center. Web: MassHire JobQuest (workshops or trainings)
☐ I am interested in starting my own business.	Web: Small Business Administration Overview
☐ I would like to finish my HiSet/GED and/or improve my English skills.	Visit a MassHire Career Center. Web: MassHire JobQuest (trainings)
☐ I need help updating my skills to be competitive in today's Job Market.	Visit a MassHire Career Center Web: MassHire JobQuest (workshops or trainings)
☐ I need a career change.	Visit a MassHire Career Center. Web: JobQuest (workshops or trainings)
☐ Other:	Ask a MassHire Career Center staff about resources.

Note: After completing this INA, you will work with a MassHire Career Center staff member to develop a Career Action Plan **(CAP)** that will take your individual needs and goals into account. You can also complete the **CAP** within your MassHire JobQuest account.