

Action Plan Checklist

	<i>Item</i>	<i>Status</i>	<i>Actions Taken</i>
1	Make sure you know your rights		
2	See Attorney, Public Defender or Probation Office – Get copy of your records		
3	Understand Federal Bonding		
4	Check out ALL of CareerSource Workshops		
5	Open, review, and understand www.onetonline.org		
6	Open, review, and understand www.fred.labormarketinfo.com		
7	Register for CareerScope		
8	Open, review, and understand the Florida Regional Targeted Occupation List (FTOL)		
9	Register for the Florida Ready to Work Credential		
10	Sign up for as many Job Readiness Workshops as it takes to get PREPARED for the job		
11	Review the Website Listing and USE it		
12	Understand WOTC and use it		
13	Learn to Network		
14	Complete a sample Job Application		
15	Customize a Resume		
16	Practice Interviewing – List of typical questions		
17	Become Irreplaceable		

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18	Make sure you maintain a positive attitude		
19	Review the TIPS worksheets and practice the scripts		
20	Prepare your 3 Minute Drill Answer		
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