

Job-Readiness Checklist

How ready are you for Job Development/“Sustainable Employment”?

Use this checklist as an ongoing measurement of your job-readiness, job-search skills and readiness for “sustainable employment”. Develop a plan, set your schedule, attain the job you seek!

I have a clearly defined the job that I wish to pursue:

I know the job title(s) to use in job searches

I have explored reviewed and completed any licenses, certifications or education I will need.

I need:

I have:

I can talk the talk – I have explored and am sure that I demonstrate the necessary verbal and written communication skills to meet my job goals.

What I do well:

What I need to improve:

How I know what is expected/required:

I have determined my needs based on all considerations.

Considerations & Required Rate of Pay.

SET THE GOALS – the plan

I have completed an ABILITIES ASSESSMENT

Documented everything about me Yes

Taken the ProveIT! Assessments Yes

Reviewed Education Requirements Yes

I have DISCOVERED and registered the job search techniques workshops below:

1. **Improve Communications Skills** Yes
2. **Complete an Acceptable Job Application** Yes
3. **Writing a Winning Resume & Cover Letter** Yes
4. **You Are What You Wear** Yes
5. **Interview & Mock Interview** Yes
6. **Websites 4 Work** Yes
7. **Power Job Search Techniques** Yes

I have an up-to-date SELF-MARKETINGPACKAGE including cover letters, resume, references and other paperwork.

1. 30 Second Elevator Speech Yes
2. Resume Yes
3. Cover Letter Yes
4. Business Card Yes
5. Referral Letters Yes
6. List of solid references who will speak to your character Yes
7. Thank you Note Yes
8. Contact Tracking Form Yes
9. Professional Voice Message/Answering Machine/Ring Tones Yes
- 10 Sample Completed Job Application Yes

I have registered and attended NETWORKING WORKSHOP Yes

I have created a Networking PLAN Yes

I have explored online resources to network professionally, develop and share my sector knowledge and establish a strong online reputation/presence (if appropriate).

I am using a tracking method

I have DEVELOPED A SCHEDULE

Calendar everything **Yes**

Set a comprehensive schedule **Yes**

Job Hunt 8 Hours a Day – 5 to 7 Days a Week **Yes**

Diversified the Job Search

Research and Apply on Line **Yes**

Visit Employers **Yes**

Attend Networking Functions **Yes**

Volunteer at Non-profits **Yes**

Make Phone Calls **Yes**

Research Classifieds **Yes**

Social Networking

Linkedin.com **Yes**

Facebook **Yes**

Twitter **Yes**

I have prepared a TARGETED LIST OF POTENTIAL EMPLOYERS:

1. Possible role(s) in this company _____

What I've done to connect with this company _____

2. Possible role(s) in this company _____

What I've done to connect with this company _____

3. Possible role(s) in this company _____

What I've done to connect with this company _____

4. Possible role(s) in this company _____

What I've done to connect with this company _____

5. Possible role(s) in this company _____

What I've done to connect with this company _____

6. Possible role(s) in this company _____

What I've done to connect with this company _____

7. Possible role(s) in this company _____

What I've done to connect with this company _____

8. Possible role(s) in this company _____

What I've done to connect with this company _____

9. Possible role(s) in this company _____

What I've done to connect with this company _____

10. Possible role(s) in this company _____

What I've done to connect with this company _____

I have **PREPARED FOR INTERVIEWS**. Yes

Research Company

What I learned:

I practiced answering typical questions:

How can I improve?

Questions that still give me trouble:

I have a **TRACKING METHOD** Yes

Name of contact
Date of application and resume submittal
Phone/email of contact
Job title – Job number – Job Description
Company name and address
Date of contact and information provided

Use it!!! **FOLLOW UP!**