

JOB SEARCH READINESS

On a scale of 1 to 5, circle where you are for each statement.

“1” means you need more information and are not ready at this time

“5” means you are ready and don’t need to seek more information about this area

JOB APPLICATIONS:

1. I know how to complete a job application completely and accurately.

5 4 3 2 1

2. After completing an application, I go back over it one last time to make sure it is complete

5 4 3 2 1

3. I carry with me to job interviews all my resume information including dates of employment, position, job duties, reason for leaving last job, name, address, and phone numbers of employers and references.

5 4 3 2 1

4. I know how to submit an online application.

5 4 3 2 1

5. I write down or save the website log in information when applying electronically.

5 4 3 2 1

6. I know how to give complete and accurate reasons why I am no longer employed.

5 4 3 2 1

7. I can and do highlight the employer’s needs on my application.

5 4 3 2 1

TOTAL SCORE: _____

-if less than 21.....work needed on a plan to improve

-if more than 25.....you are well prepared with your application skills