

## **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

### **SKILLS AND ABILITIES:**

1. I know the skills and personal traits employers are looking for in the job I want.

5      4      3      2      1

2. I have developed a list of the skills that I have to offer an employer & I can explain them clearly and they are on my resume.

5      4      3      2      1

3. I know the titles of the positions that fit my skills and knowledge and where the jobs are located.

5      4      3      2      1

4. I know which of my job skills are transferable to other types of jobs.

5      4      3      2      1

5. I have prepared a brief, high impact “Tell Me About Yourself” story to sell myself to employers.

5      4      3      2      1

6. I am fully aware of the areas in which I need to improve my skills and am working on these areas of improvement.

5      4      3      2      1

**TOTAL SCORE:** \_\_\_\_\_

-if less than 18.....work needed on a plan to improve

-if more than 24.....you are well prepared to use your job skills