

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”. Use this checklist with your counsellor and job developer to inform your conversation and job search plan.

☐ **I have a clearly defined job goal:**

☐ **I have explored, reviewed and completed any licences, certifications or courses 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 objective.**

What I do well:

What I need to improve:

How I know what is expected/required:

☐ **I know what skills, qualifications and characteristics employers expect in this field.**

What do they expect?

How do I meet/exceed these expectations?

☐ **I have explored targeted job search techniques (with my counsellor) specific to my field, such as:**

☐ 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: _____

- ☐ I have explored/performed information interviews.

I interviewed: _____

What I learned: _____

I interviewed: _____

What I learned: _____

- ☐ I have practiced interviews (using Perfect Interview, interview workshops, with my counsellor and in my job search support group) and feel confident that I can communicate my skills and experiences with potential employers.

Questions that still give me trouble:

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

☐ I have created a LinkedIn profile. I use this profile proactively to participate in groups and to connect with potential employers.

☐ I have created a blog where I share ideas and resources about my sector and read and comment on others' blogs.

☐ I have Twitter account where I share ideas and resources about my sector and follow and interact with others in my field.

☐ I have used meetup.org (and similar sites) to join groups which match my interests.

- ☐ I have reviewed networking strategies. I have explored personal contacts (ex-coworkers, ex-classmates, teachers, counsellors, etc.) and have communicated my job goal with them.

What else can I do to expand my network?

- ☐ I volunteer on a consistent basis in a role which will compliment/build the skills necessary for success in my field.
- ☐ I have a comprehensive and strong list of references and have explored strategies for expanding/strengthening this list.
- ☐ I have created a profile of skills and experience. I have shared it and edited it with my counsellor and it is on The Working Centre's website.
- ☐ I have an up-to-date self-marketing package including sample cover letters, resume, references and profile.
- ☐ I have created a 30-second bio and have refined it and practiced it for a variety of situations.
- ☐ I have seriously and objectively considered my appearance vis-a-vis others in my field. I have a wardrobe ready for interviews, networking, volunteering/working and am certain that my appearance is *more* professional than necessary.
- ☐ I have explored known personal issues related to employment such as health concerns, child care and transportation plans.

What may be a challenge for me?

What can I do to overcome this challenge?
