

# Job-Readiness Checklist

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

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*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:**

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**I have explored, reviewed and completed any licences, certifications or courses I will need.**

*I need:*

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*I have:*

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**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:*

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*What I need to improve:*

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*How I know what is expected/required:*

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

*What do they expect?*

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How do I meet/exceed these expectations?

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**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?*

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- 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?*

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*What can I do to overcome this challenge?*

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