**Preparation for Job Seeking**

**Job Readiness Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What are your reasons for working?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What concerns do you have about working? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

When do you think that you will be ready to start work?

Now  4 weeks  2 months  3 months  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What is your current availability for work or job search activities (i.e. times and hours per week)? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you have regular access to a computer?  Yes  No

How can you be contacted by potential employers  Phone  Email  Mail

Can you be easily contacted by potential employers?  Yes  No

If no, please state reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Job Goal**

What job/s are you looking for as agreed with your rehabilitation consultant and approved by your medical practitioner? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Are you currently looking for work in the above job goal  Yes  No

**Resume**

Do you have a current resume?  Yes  No

Is this resume up to date?  Yes  No

Is your resume targeted to a particular job?  Yes  No

Do your referees know you will be applying for work?  Yes  No

Are you confident in your referees?  Yes  No

**Application Letters**

Have you previously prepared an application letter?  Yes  No

How confident are you in preparing an application letter? (0=Not confident, 10=Very confident)

0 1 2 3 4 5 6 7 8 9 10

**Selection Criteria**

Have you previously completed selection criteria?  Yes  No

How confident are you in completing selection criteria? (0=Not confident, 10=Very confident)

0 1 2 3 4 5 6 7 8 9 10

**Job seeking skills**

How have you currently or previously looked for work?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How have you currently or previously kept track of positions you have applied for?

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Are you confident in your skills to undertake the following methods of job seeking?

Phone calls  Yes  Somewhat  No

Letters  Yes  Somewhat  No

Cold Canvassing  Yes  Somewhat  No

Warm Canvassing  Yes  Somewhat  No

Researching vacancies  Yes  Somewhat  No

**Job Interview Skills**

Have you previously attended a job interview  Yes  No

How confident are you in attending a job interview? (0=Not confident, 10=Very confident)

0 1 2 3 4 5 6 7 8 9 10

Do you have suitable clothing for an interview?  Yes  No

Do you feel your appearance and personal hygiene are on point? (ask friends and family if not sure)

Yes  No  Could be improved

**Disclosure Skills**

Are you confident in discussing your medical condition or medical limitations if a potential employer asks?  Yes  Somewhat  No