**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?

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

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