



Assessment of Job Readiness Skills

1. Career Awareness

1. Can name at least three realistic job possibilities.
2. Can identify the characteristics of these jobs (use of job postings, referrals from friends, relatives, help wanted signs, etc.).
3. Can identify the kinds of education/training and/or work experience needed for these jobs.
4. Can articulate a plan to match his/her interests to the necessary education/training and work experience for the chosen job.

2. Labor Market Information

1. Can identify how to find possible job openings.
2. Can name some organizations/companies where the job s/he would like is available (can state a few realistic possibilities).
3. Can name potential employers s/he has contacted to arrange job interviews.

3. Resumes

1. Neat, orderly, typed, and presented in an organized format.
2. No spelling or grammatical errors.
3. Highlights skills and strengths (uses action verbs, give specific examples).
4. Name and contact information.
5. Work and/or volunteer history (specific organizations and dates).
6. Duties/skills/accomplishments described for each job.
7. Education/Training.

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4. Cover Letter

1. Cover letter has a business format (date, sender's address and contact information, recipients name, company name and address, salutation, body, closing).
2. Opening statement expresses purpose of the letter.
3. Statement including at least one of the following: job skills, job/volunteer experience, education/training.
4. Closing statement indicating either an action to be taken by the applicant or by the employer.
5. Sender's contact information.
6. Neat, well organized, typed, with no spelling, grammatical or typographical errors.
7. Signed.

5. Application

1. Neatly printed.
2. All information is complete.
3. Information is located in appropriate areas of the form.

6. The Interview

1. On time.
2. Appropriately dressed and well groomed.
3. Clearly expresses self.
4. Provided documents are complete with copies for you.

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5. Provides complete, appropriate answers to questions.
6. States relevant qualifications.
7. Has a positive attitude (no negative information about previous employers).
8. Appropriate body language (eye contact, sits upright, firm hand shake).
9. Opens and closes the interview appropriately (has some prepared questions).
10. Thanks each interviewer by name with a handshake
11. Follows up with a written thank you card (within 24 hours).

With which of the items listed in this Assessment will you need help?
