**Employment Readiness Questionaire**

The goal of this worksheet is to help our participants determine what services will best help them achieve their employment and/or education goals.

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| --- | --- | --- | --- | --- |
| **Name:** |  |  | **Date:** |  |

**Completing an Application**

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| --- | --- | --- | --- |
| 1. **Have you recently completed a job application**
 | Yes:  | No: |  |
| 1. **If yes, what position did you apply for?**
 |  |
| 1. **How many applications have you submitted in the last 14 days?**
 |
| 0 to 3:  | 4 to7: | 8 to 10: |  more than 10:  |
| 1. **How comfortable are you with completing a job application with pen/paper?**
 |
|  | No comfortable: | Somewhat comfortable: | Completely Comfortable:  |
| 1. **How comfortable are you with completing a job application in the computer?**
 |
|  | No comfortable: | Somewhat comfortable: | Completely Comfortable:  |
| 1. **Do you feel like you would benefit from attending a session on how to effectively complete job application with pen/paper?** Yes: No:
 |
| 1. **Do you feel like you would benefit from attending a session on how to effectively complete a job application on the computer?** Yes: No:
 |

**Building Resume**

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| 1. **Do you have a working email address?**
 | Yes: |  No:  |
| 1. **Do you currently have a resume?**
 |  Yes:  |  No: |
| 1. **If you do have a resume, when was the last time you updated it?**
 |  |
| 1. **If you have a resume, how well do you feel it represents your experience and qualifications?**
 |
|   | Not Well at All: |  Somewhat Well: | Very Well:  |
| 1. **Do you feel like you would benefit from help building your resume?**
 | Yes: | No:  |
| 1. **Do you have access to a computer to work in your resume?**
 |  Yes:  | No:  |
| 1. **Do you have a cover letter?**
 | Yes: | No: |

**Effective Job Searching**

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| 1. **Are you actively looking for a job right now?**
 | Yes:  |  No:  |
| 1. **What type of jobs are you most interested in?**
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| 1. **What strategies have you used to look for job openings?**
 |
|  |  | **Internet**  |  | **Newspaper** |
|  |  | **Wanted signs**  |  | **Someone tells you about it**  |
|  |  | **Career fair** |  | **Walk-in to an office/store/restaurant**  |
|  |  | **Other:**  |  |  |  |
|  |
| 1. **What challenges have you encountered during your job search?**
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|  |
| 1. **Do you currently have a network of people you talk to about your job search?** Yes: No:
 |
| 1. **If yes, who is in this network?**
 |  |  |
| 1. **Would you benefit from having someone help you learn strategies for effective job searching?**
 |
|  | Yes: | No: |

**Interviewing**

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| --- | --- | --- |
| 1. **When is the last time you attended a job interview?**
 |  |  |
| 1. **What position was the interview for?**
 |  |  |
| 1. **Thinking about that interview, what do you feel like you did well?**
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| 1. **Thinking about that interview, what do you feel like you could have done better?**
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| 1. **Please put an X in the box that best tells how well you think you can do the following:**
 |
|  | **Not Well At All** | **Somewhat Well** | **Very****Well** |
| 1. **Respond appropriately to difficult background questions?**
 |  |  |  |
| 1. **Think on your feet and spin answers positively?**
 |  |  |  |
| 1. **Dress appropriately for an interview?**
 |  |  |  |
| 1. **Highlight how your previous experience is a good fit for the job?**
 |  |  |  |
| 1. **Write a follow-up letter to show appreciation for an interview and stand out from other applicants?**
 |  |  |  |