**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:** | |  |  |  | | |
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| 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?** |  |  |  |