

WORK READINESS SELF-ASSESSMENT

Date _____ Name: _____ Claimant ID (For ES Staff) _____

Please complete the following self-evaluation relating to your readiness to work. This form will enable you to determine your strengths and weaknesses related to your job search and work transition.

MY JOB SEARCH:

1. My last job was: _____
2. I currently have a job. Yes No
3. The lowest pay that I would accept if offered a job is: *(Hourly)* _____ or *(Annually)* _____
4. In the last two weeks, I spent a total of _____ hours looking for a job.
5. In the last two weeks, I have had a total of _____ job interviews.

JOB SEARCH METHODS:	NEVER	SOMETIMES	OFTEN
6. I have a regular plan or set schedule that I follow to conduct job search activities.			
7. I use a contact list in my job search.			
8. I look for job openings on the internet.			
9. I talk to temporary agencies or search firms about opportunities.			
10. I have posted my resume and search for jobs on Arizona Job Connection at azjobconnection.gov.			

MY JOB SEARCH SKILLS AND CONFIDENCE:	YES	NO
11. I have a clear employment objective (<i>job target</i>) and/or career path to pursue.		
12. I am aware of at least three sources that can provide job leads or referrals.		
13. I am able to identify skills that I can use in other positions.		
14. My skills for doing the type of work I am seeking are up-to-date.		
15. I am able to use the Internet in my job search.		
16. I need help deciding and/or planning if I should make a career change.		

BARRIERS:	YES	NO
17. I can accurately and completely prepare a job application.		
18. I know how to develop or write an effective resume and cover letter.		
19. I have a resume available to submit to prospective employers or contacts.		
20. I know how to prepare for an interview.		
21. I am comfortable answering typical interview questions.		
22. I have access to a phone where employers can call me.		
23. I know how to use a computer.		
24. I have access to the Internet and e-mail.		

THE FOLLOW UP:	YES	NO
25. I make follow up calls after my resume or application has been submitted to check on the status.		
26. I send thank you cards or notes to employers and follow up after an interview.		

THE FOLLOW UP:

27. I need help with the following:
