ARIZONA DEPARTMENT OF ECONOMIC SECURITY Division of Employment and Rehabilitation Services

WORK READINESS SELF-ASSESSMENT

Date	Name:	CI	Claimant ID (For ES Staff)					
	e the following self-evaluation relating to nd weaknesses related to your job sear		. This form	will enable y	ou to de	term	ine	
	MY	OB SEARCH:						
1. My last job wa	as:							
2. I currently hav	ve a job. Yes No							
3. The lowest pa	y that I would accept if offered a job is:	(Hourly)	or (Annu	ally)				
4. In the last two	weeks, I spent a total of h	ours looking for a job.						
5. In the last two	weeks, I have had a total of	_ job interviews.						
	JOB SEARCH METHODS:		NEVER	SOMET	MES	OF	TEN	
6. I have a regulactivities.	llar plan or set schedule that I follow to	conduct job search						
7. I use a conta	ct list in my job search.							
8. I look for job	openings on the internet.							
9. I talk to temp	orary agencies or search firms about op	portunities.						
	ed my resume and search for jobs on Ar nection.gov.	izona Job Connection						
	MY JOB SEARCH SKILLS	AND CONFIDEN	CE:		Y	ES	NO	
11. I have a clea	ar employment objective (job target) and	d/or career path to purs	ue.					
12. I am aware	of at least three sources that can provid	e job leads or referrals						
13. I am able to	identify skills that I can use in other po	sitions.						
14. My skills for	doing the type of work I am seeking are	e 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 mal	ke a career change.						
	BARRIE	RS:			Y	ES	NO	
17. I can accura	ately and completely prepare a job appli	cation.						
18. I know how	to develop or write an effective resume	and cover letter.						
19. I have a res	sume available to submit to prospective	employers or contacts.						
20. I know how	to prepare for an interview.							
21. I am comfor	rtable answering typical interview questi	ons.						
22. I have acce	ss to a phone where employers can cal	me.						
23. I know how	to use a computer.							
24. I have acce	ss to the Internet and e-mail.							
	THE FOLLO	W UP:			Y	ES	NO	
25. I make follo	w up calls after my resume or application	n has been submitted t	o check on	the status.				
26 I send thank	k you cards or notes to employers and f	ollow up after an intervi	ew					

THE FOLLOW UP:	
27. I need help with the following:	

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ESA-1220A FORFF (9-18)

Equal Opportunity Employer/Program • Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI & VII), and the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Title II of the Genetic Information Nondiscrimination Act (GINA) of 2008; the Department prohibits discrimination in admissions, programs, services, activities, or employment based on race, color, religion, sex, national origin, age, disability, genetics and retaliation. To request this document in alternative format or for further information about this policy, contact your local office; TTY/TDD Services: 7-1-1. • Free language assistance for DES services is available upon request. • Disponible en español en línea o en la oficina local.