

## **Empl**sylndy

JOB SEEKER CAREER NAME: OBJECTIVE:

CHECKLIST				
CHECKLIST	YES	NO	N/A	Comments
<ul> <li>Address Barriers</li> <li>Childcare secured</li> <li>Reliable transportation secured</li> <li>Two reliable emergency contacts identified</li> </ul>				
<ul> <li>Confirm Dependability</li> <li>Arrives on time for scheduled appointments</li> <li>Completes assigned tasks</li> <li>Demonstrates initiative <ul> <li>Asks relevant questions</li> <li>Reschedules missed appointments</li> </ul> </li> </ul>				
<ul> <li>Identify Job Search Plan and Position Availability</li> <li>Job search plan discussed</li> <li>Job shift availability identified</li> <li>Commute preferences identified</li> </ul>				
<ul> <li>Define Career Objective</li> <li>Clear target job titles identified</li> <li>Industry pre-employment screenings identified</li> <li>Relevant and transferable skills identified</li> <li>Salary and wage range for skill level reviewed</li> <li>Demand for geographic region reviewed</li> <li>Career pathways and development opportunities discussed</li> </ul>				
<ul> <li>Create Resume</li> <li>Consistent format and accurate spelling</li> <li>Contact information provided</li> <li>Educational background and/or certifications</li> <li>Work history, dates, and position accomplishments</li> <li>Relevant and current skills listed</li> <li>Professional references identified and listed on separate page</li> </ul>		00000	00000	
<ul> <li>Complete Mock Interview</li> <li>Understands position, target employer, and industry</li> <li>Demonstrates professional confidence</li> <li>Attire and poise align with career objectives</li> <li>Understands and uses the STAR method answering questions <ul> <li>Situation, Task, Action, Result</li> </ul> </li> <li>Articulates relevant and transferable skills and accomplishments</li> </ul>		0000 00	0000 00	