



# Career Kit

NAME: \_\_\_\_\_

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This is the place to begin your job search. The Career Kit helps you identify:

- ◆ where you are in the job search process
- ◆ assists you in determining your next steps

Effective use of the Career Kit involves:

- ◆ conducting a simple self-assessment to determine which services might be helpful to you. A check in any box (  ) indicates action is required.
- ◆ taking advantage of listed Resources and Services available at the Career Center.
- ◆ review the checklist of Results/Products to keep as documentation of your activities here at Career Center  
*(Some may be useful in your portfolio and you may be asked to provide these if you seek those services that require eligibility).*

**All services are free. Services in the unshaded area are available to anyone.**

- ◆ *Those resources in the shaded areas require some eligibility, based upon established guidelines. More information is available on each of these program services in a handout. Remember, you may be asked to demonstrate which FREE services you have used to find or keep your job. The checklist of Results section will help you to organize this demonstration.*

If you are having difficulty answering the questions or finding what you need...you may wish to attend our **Tour of Services**, or ask any of our Career Center Resource Specialists for assistance.

	Yes	No	Initial Assessment	Resources & Services Available	Results/Products
<b>Job Leads</b>	Δ	<input type="checkbox"/>	I regularly contact my network of friends, family & colleagues to discover the 80% of unadvertised jobs	<ul style="list-style-type: none"> <li>• <a href="http://go2worksource.com">go2worksource.com</a> and other Internet based job listings</li> <li>• Employer Job Hotlines</li> <li>• On site interviews with employers</li> <li>• Job applicant referral to potential employers</li> <li>• Classified advertisements</li> <li>• Employer presentation panels and job fairs</li> <li>• Job Club</li> <li>• Resource Specialists</li> <li>• Volunteer Opportunities</li> <li>• Handouts, Books, Videos</li> </ul> <p style="text-align: center; background-color: #e0e0e0;">◆ <i>Specialized assistance in job finding is available from a number of programs.</i></p>	<ul style="list-style-type: none"> <li>• A plan on how to look for work and where to start</li> <li>• Attended Labor Market Research Workshop on this date:</li> <li>• _____</li> <li>• Attended Internet Job Search Workshop on this date:</li> <li>• _____</li> <li>• Active Job Contact Log</li> <li>• Local labor market information: salaries, job growth projections, educational requirements, etc.</li> <li>• Informational interview log sheet: responses, questions asked, employment opportunities generated</li> <li>• I am having difficulty with job leads</li> </ul>
	Δ	<input type="checkbox"/>	I research information on occupations & employers on the Internet and elsewhere.		
	Δ	<input type="checkbox"/>	I keep a Job Contact Log or record		
	Δ	<input type="checkbox"/>	I use the Internet to find job leads		
	Δ	<input type="checkbox"/>	I have talked with employers in my field of interest		
	Yes	No	Initial Assessment	Resources & Services Available	Results/Products
<b>Skills, Interests, and Abilities</b>	Δ	<input type="checkbox"/>	I can describe my skills & give specific examples of where & when I've used these skills	<ul style="list-style-type: none"> <li>• Skills Identification &amp; Analysis Workshop</li> <li>• Software: Choices CT, What Color is Your Parachute?, WOIS</li> <li>• Internet <a href="http://go2worksource.com">go2worksource.com</a></li> <li>• Handouts, Books, Videos</li> </ul> <p style="text-align: center; background-color: #e0e0e0;">◆ <i>Paper and Pencil assessments for interests, aptitudes, and abilities</i></p> <p style="text-align: center; background-color: #e0e0e0;">◆ <i>Some employers require assessment testing of applicants which may be available through the Career Center.</i></p>	<ul style="list-style-type: none"> <li>• Attended Skills Identification &amp; Analysis Workshop on this date:</li> <li>• _____</li> <li>• Printout of my skills from Choices CT and/or WOIS</li> <li>• Can explain the difference between skills and job tasks</li> <li>• Can explain my skills and give concrete examples of when I have used them</li> <li>• Develop and modify, improve, and customize resume, interview responses</li> <li>• Printout of Internet Assessment results</li> </ul>
	Δ	<input type="checkbox"/>	I know what my interests & values are & how they support my job goals		
	Δ	<input type="checkbox"/>	I know which of my skills are in demand in the area		
	Δ	<input type="checkbox"/>	I have a portfolio and know when to use it		
	Δ	<input type="checkbox"/>	I've decided on my career path based upon research & knowing my skills, abilities, values, and interests		

	Yes	No	Initial Assessment	Resources & Services Available	Results/Products
Resume, Applications, & Letters (Cover, Thank You Recommendation)	Δ	<input type="checkbox"/>	My resume is on-line at <a href="http://go2worksource.com">go2worksource.com</a>	<ul style="list-style-type: none"> <li>• Handouts, Books, Videos</li> <li>• Workshops - Effective Resumes, Producing Your Resume Using The Computer, Electronic Resumes</li> <li>• Computerized Software - WinWay Resume - MS Word Templates for Resumes and Cover Letters</li> <li>• Job Club</li> <li>• Washington state application on-line</li> <li>• Word Processing tutorial software</li> <li>• Resource Specialists</li> <li>• Internet <a href="http://go2worksource.com">go2worksource.com</a></li> </ul> <p>◆ <i>Specialized assistance is available in resume &amp; letter preparation from a number of programs which require eligibility.</i></p>	<ul style="list-style-type: none"> <li>• Resume online at <a href="http://go2worksource.com">go2worksource.com</a> and America's Job Bank (AJB)</li> <li>• Sample of resume &amp; cover letter</li> <li>• Active Job Contact Log</li> <li>• Attended resume workshop(s) on this date: _____</li> <li>• Complete, accurate, printed reference list</li> <li>• Two letters of recommendation</li> <li>• Completed sample application to take with me to employers</li> <li>• I am having difficulty creating my resume, cover letters, or completing applications</li> </ul>
	Δ	<input type="checkbox"/>	My resume has resulted in my getting interviews.		
	Δ	<input type="checkbox"/>	I've had feedback on my resume		
	Δ	<input type="checkbox"/>	I never leave blanks on my job applications		
	Δ	<input type="checkbox"/>	I modify the cover letters and resumes I write to match the needs of each job		
	Δ	<input type="checkbox"/>	I have good letters of recommendation		
	Δ	<input type="checkbox"/>	I send a thank you letter, note, or card after every interview		
	Δ	<input type="checkbox"/>	My professional references are aware I am job searching		
	Yes	No	Initial Assessment	Resources & Services Available	Results/Products
Interviewing	Δ	<input type="checkbox"/>	I know the 7 key elements to make the best first impression in an interview.	<ul style="list-style-type: none"> <li>• Interviewing Skills Workshop</li> <li>• Computerized Preparation and Practice: WinWay Interactive &amp; What Color is Your Parachute</li> <li>• Practice Interviews with video &amp; written feedback</li> <li>• On-site employer interviews</li> <li>• Handouts, Books, Videos</li> <li>• Internet <a href="http://go2worksource.com">go2worksource.com</a></li> </ul> <p>◆ <i>Specialized assistance is available in interview preparation from a number of programs which require eligibility.</i></p>	<ul style="list-style-type: none"> <li>• Attended the Interviewing Skills Workshop on this date: _____</li> <li>• Practiced my interviewing skills on computer</li> <li>• Written feedback from my practice interview with staff</li> <li>• Post Interview Evaluation Sheets</li> <li>• List of potential questions &amp; responses which I have practiced</li> <li>• Conducted an informational interview and completed worksheet</li> <li>• I have had _____ interviews during the last three months</li> <li>• I have difficulty with interviews</li> </ul>
	Δ	<input type="checkbox"/>	I am able to give specific examples in an interview that demonstrate my skills		
	Δ	<input type="checkbox"/>	I'm prepared to answer the most commonly asked interview questions		
	Δ	<input type="checkbox"/>	I evaluate my interview performance		
	Δ	<input type="checkbox"/>	I know how to dress for my interview and I have the appropriate clothing		

	Yes	No	Initial Assessment	Resources & Services Available	Results/Products
Job Keeping Skills	Δ	<input type="checkbox"/>	My employer would say my attitude is positive and my attendance is excellent and I get along with my co-workers.	<ul style="list-style-type: none"> <li>• Job Club</li> <li>• Handouts, Books, Videos</li> <li>• Software: Choices CT</li> <li>• Internet <a href="http://go2worksource.com">go2worksource.com</a></li> <li>• Referral to mediation services</li> </ul> <p>◆ <i>Specialized services to assist employees retain their jobs and progress toward higher wages and self sufficiency are available from a number of eligibility based programs.</i></p> <p>◆ <i>Purchase of employment-related tools and clothing may be available from some programs.</i></p>	<ul style="list-style-type: none"> <li>• I have passed the probation period on my job</li> <li>• I've maintained attendance acceptable to my employer</li> <li>• I've had a constructive employee evaluation</li> <li>• I've resolved conflicts with my coworkers without calling in my supervisor</li> </ul>
	Δ	<input type="checkbox"/>	My employer would say I am open to learning and doing things in a new or different way		
	Δ	<input type="checkbox"/>	When I make a mistake I take responsibility for it and seek my supervisor or mentor's advice on how to correct it		
	Δ	<input type="checkbox"/>	I keep my personal issues & appointments out of my workplace		
	Δ	<input type="checkbox"/>	I view criticism as an opportunity to grow & improve my skills and I ask for help when I need it		
	Δ	<input type="checkbox"/>	I understand the needs and goals of my employer and strive to support them.		
	Yes	No	Initial Assessment	Resources & Services Available	Results/Products
Education & Training	Δ	<input type="checkbox"/>	I know the education or training needed for the job I am seeking	<ul style="list-style-type: none"> <li>• Computerized Software: Washington Occupational Information System (WOIS), Washington Interactive Labor Market Access (WILMA), Choices CT,</li> <li>• Internet <a href="http://go2worksource.com">go2worksource.com</a></li> <li>• Workforce Skill Standards and Foundation Skills</li> <li>• School catalogs, course schedules and brochures</li> <li>• Occupational Outlook Handbooks</li> <li>• Consumer reporting system on training providers</li> <li>• Information on apprenticeship opportunities</li> <li>• Referral to academic programs</li> </ul> <p>◆ <i>Scholarships and support related payments for short term education and training may be available from a number of programs which require eligibility</i></p> <p>◆ <i>On The Job Training may be available</i></p>	<ul style="list-style-type: none"> <li>• Research showing the required education and training for the job I want</li> <li>• Research showing training providers in my area of interest</li> <li>• Met with a school counselor or advisor</li> <li>• Registration for a course(s)</li> <li>• Complete application for financial aid or student loan</li> </ul>
	Δ	<input type="checkbox"/>	I have the education or training needed for the job I am seeking		
	Δ	<input type="checkbox"/>	I know how to research my education and training options		
	Δ	<input type="checkbox"/>	I know how to fund my education and training		
	Δ	<input type="checkbox"/>	I know of the various programs available to support my training plan		

Sometimes issues in our lives sidetrack us or make it difficult to focus on getting and keeping a job. The following statements may help you identify if one of these issues is impacting your life.

	Yes	No	Initial Assessment	Resources & Services Available	Results/Products
Community Support Services	Δ	<input type="checkbox"/>	<b>Emotional/Mental Support</b> I have the support of my family and friends to get and keep a job	<ul style="list-style-type: none"> <li>• Job Club</li> <li>• Listing of local service providers in community resource directories</li> <li>• Listing of local service providers in Access Washington Resource Directory (AWRD) online at <a href="http://www.awrd.org">www.awrd.org</a></li> <li>• Telephones for appointments</li> <li>• Crisis line phone- 800-584-3578</li> <li>• Handouts</li> <li>◆ Assistance with goal setting, stress management, transitioning, changes, referral to mental health services is provided in some eligibility based programs</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to resources, service providers, or workshops</li> <li>• Hardcopy of resource information</li> <li>• Enrolled or participating in a specific program or activity to address needs</li> </ul>
	Δ	<input type="checkbox"/>	I know where to find emotional support to help me with my life skills		
	Δ	<input type="checkbox"/>	<b>Basic Life Resources</b> I have adequate shelter	<ul style="list-style-type: none"> <li>• Listing of local service providers in community resource directories</li> <li>• Listing of local service providers in Access Washington Resource Directory (AWRD) online at <a href="http://www.awrd.org">www.awrd.org</a></li> <li>• Workshop schedules for Consumer Credit Counseling phone: (800) 634-2227</li> <li>• Island Transit bus schedules phone: (360) 678-7771</li> <li>• Childcare Hotline: 800-649-5121</li> <li>• Telephones for appointments</li> <li>• Handouts</li> <li>◆ Assistance with basic life resources is available from some eligibility based programs</li> </ul>	<ul style="list-style-type: none"> <li>• Referral to and information on childcare providers and child care subsidies.</li> </ul>
	Δ	<input type="checkbox"/>	My budget provides for basic needs		
	Δ	<input type="checkbox"/>	I have reliable transportation options to get to my appointments and workplace		
	Δ	<input type="checkbox"/>	I have a dependable child care plan and a back-up plan		
	Δ	<input type="checkbox"/>	I'm aware of resources in my community that will assist with shelter, budgeting, transportation and food when I am in need		
	Δ	<input type="checkbox"/>	<b>Life &amp; Family Management</b> I am prepared to make changes and sacrifices in my family life to ensure success on the job	<ul style="list-style-type: none"> <li>• Listing of local service providers in community resource directories</li> <li>• Listing of local service providers in Access Washington Resource Directory (AWRD) online at <a href="http://www.awrd.org">www.awrd.org</a></li> <li>• Childcare Hotline: 800-649-5121</li> <li>• Telephones for appointments</li> <li>• Handouts</li> </ul>	
	Δ	<input type="checkbox"/>	When family issues arise I know where to get help		

	Yes	No	Initial Assessment	Resources & Services Available	Results/Products
Community Support Services	<input type="checkbox"/>	<input type="checkbox"/>	<b>Substance Abuse</b> Drug and alcohol use interferes with my life or my ability to get and keep work	<ul style="list-style-type: none"> <li>• Listing of local service providers in Community resource directories</li> <li>• Listing of local service providers in Access Washington Resource Directory (AWRD) online at <a href="http://www.awrd.org">www.awrd.org</a></li> <li>• Take home survey about substance abuse</li> <li>• Telephones for appointments</li> </ul>	<ul style="list-style-type: none"> <li>• Completed a self diagnosis survey</li> <li>• Referral to resources, service providers, or workshops</li> <li>• Hardcopy of resource information</li> <li>• Enrolled or participating in a specific program or activity to address needs</li> </ul>
	<input type="checkbox"/>	<input type="checkbox"/>	I know where I can get help with drug and alcohol issues		
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Legal Issues</b> I have outstanding legal issues, such as: fines, restitution, or back child support that interfere with my getting or keeping a job	<ul style="list-style-type: none"> <li>• Listing of local service providers in community resource directories</li> <li>• Listing of local service providers in Access Washington Resource Directory (AWRD) online at <a href="http://www.awrd.org">www.awrd.org</a></li> <li>• Telephones for appointments</li> <li>• Handouts</li> </ul>	
	<input type="checkbox"/>	<input type="checkbox"/>	I have a Social Security card and any other documents I may need in my job search, such as immigration forms, birth certificate, or others		
	<input type="checkbox"/>	<input type="checkbox"/>	If I need legal help I can find it		
	<input type="checkbox"/>	<input type="checkbox"/>	<b>Health</b> My family and I have health insurance	<ul style="list-style-type: none"> <li>• Listing of local service providers in community resource directories</li> <li>• Listing of local service providers in Access Washington Resource Directory (AWRD) online at <a href="http://www.awrd.org">www.awrd.org</a></li> <li>• Insurance hotline phone: (800) 942-4242</li> <li>• Basic Health Plan applications</li> <li>• Telephones for appointments</li> <li>• Handouts</li> </ul> <p>* <i>Division of Vocational Rehabilitation provides disability assessment, vocational training, occupational support, &amp; assistive technology to those eligible persons with a disability.</i></p>	
<input type="checkbox"/>	<input type="checkbox"/>	I have health or physical challenges that will effect my ability to get or keep work			
<input type="checkbox"/>	<input type="checkbox"/>	When I have health concerns, I know who to contact			