



# Career Kit

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

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 WorkSource Center
- ◆ review the checklist of Results/Products to keep as documentation of your activities here at WorkSource  
*(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. Those in the unshaded area are available to everyone.**

- ◆ *Resources in the shaded areas require some eligibility, based upon established guidelines. More information is available on each of these program services on our Menu and Tour of Services. 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 view our **Tour of Services**, or ask any of our WorkSource Resource Specialists for assistance.

WorkSource Whatcom is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to persons of disability.

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	Yes	No	Initial Assessment	Resources & Services Available	Results/Products
<b>Job Leads</b>	△	<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;">◆ <i>Specialized assistance in job finding is available from a number of programs.</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> A plan on how to look for work and where to start</li> <li><input type="checkbox"/> Attended the Job Market Workshop on this date: _____</li> <li><input type="checkbox"/> Attended Effective Job Search Workshop on this date: _____</li> <li><input type="checkbox"/> Active Job Contact Log</li> <li><input type="checkbox"/> Local labor market information: salaries, job growth projections, educational requirements, etc.</li> <li><input type="checkbox"/> Informational interview log sheet: responses, questions asked, employment opportunities generated</li> <li><input type="checkbox"/> I am having difficulty with job leads</li> </ul>
	△	<input type="checkbox"/>	I research information on occupations & employers on the Internet and elsewhere.		
	△	<input type="checkbox"/>	I keep a Job Contact Log or record		
	△	<input type="checkbox"/>	I use the Internet to find job leads		
	△	<input type="checkbox"/>	I have talked with employers in my field of interest		
	Yes	No	Initial Assessment	Resources & Services Available	Results/Products
<b>Self Assessment</b>	△	<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 &amp; Abilities Workshop</li> <li>* Software: Choices CT, WOIS</li> <li>* Internet: <a href="http://go2worksource.com">go2worksource.com</a></li> <li>* Handouts, Books, Videos</li> <li>* <a href="http://online.onetcenter.org">http://online.onetcenter.org</a></li> </ul> <p style="text-align: center;">◆ <i>Transitions Workshop for Dislocated Workers program participants</i></p> <p style="text-align: center;">◆ <i>Assessments for interests, aptitudes, and abilities</i></p> <p style="text-align: center;">◆ <i>Some employers require assessment testing of applicants which may be available through the WorkSource Center</i></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Attended Skills &amp; Abilities Workshop on this date: _____</li> <li><input type="checkbox"/> Printout of my skills from Choices CT and/or WOIS</li> <li><input type="checkbox"/> Can explain the difference between skills and job tasks</li> <li><input type="checkbox"/> Can explain my skills and give concrete examples of when I have used them</li> <li><input type="checkbox"/> Develop and modify, improve, and customize resume, interview responses</li> <li><input type="checkbox"/> Printout of Internet Assessment results</li> </ul>
	△	<input type="checkbox"/>	I know what my interests & values are & how they support my job goals		
	△	<input type="checkbox"/>	I know which of my skills are in demand in the area		
	△	<input type="checkbox"/>	I have a portfolio and know when to use it		
	△	<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)	<input type="checkbox"/>	<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 - Applications &amp; Resumes, Producing Your Resume Using The Computer, Electronic Resume</li> <li>* Computerized Software - WinWay Resume - MS Word</li> <li>* Job Club</li> <li>* Washington state application on-line</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><input type="checkbox"/> Resume online at <a href="http://go2worksource.com">go2worksource.com</a> and America's Job Bank (AJB)</li> <li><input type="checkbox"/> Sample of resume &amp; cover letter</li> <li><input type="checkbox"/> Active Job Contact Log</li> <li><input type="checkbox"/> Attended resume workshop(s) on this date: _____</li> <li><input type="checkbox"/> Complete, accurate, printed reference list</li> <li><input type="checkbox"/> Two letters of recommendation</li> <li><input type="checkbox"/> Completed sample application to take with me to employers</li> <li><input type="checkbox"/> I am having difficulty creating my resume, cover letters, or completing applications</li> </ul>
	<input type="checkbox"/>	<input type="checkbox"/>	My resume has resulted in my getting interviews.		
	<input type="checkbox"/>	<input type="checkbox"/>	I've had feedback on my resume		
	<input type="checkbox"/>	<input type="checkbox"/>	I never leave blanks on my job applications		
	<input type="checkbox"/>	<input type="checkbox"/>	I modify the cover letters and resumes I write to match the needs of each job		
	<input type="checkbox"/>	<input type="checkbox"/>	I have good letters of recommendation		
	<input type="checkbox"/>	<input type="checkbox"/>	I send a thank you letter, note, or card after every interview		
	<input type="checkbox"/>	<input type="checkbox"/>	My professional references are aware I am job searching		
	Yes	No	Initial Assessment	Resources & Services Available	Results/Products
Interviewing	<input type="checkbox"/>	<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 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><input type="checkbox"/> Attended the Interviewing Workshop on this date: _____</li> <li><input type="checkbox"/> Practiced my interviewing skills on computer</li> <li><input type="checkbox"/> Written feedback from my practice interview with staff</li> <li><input type="checkbox"/> Post Interview Evaluation Sheets</li> <li><input type="checkbox"/> List of potential questions &amp; responses which I have practiced</li> <li><input type="checkbox"/> Conducted an informational interview and completed worksheet</li> <li><input type="checkbox"/> I have had _____ interviews during the last three months</li> <li><input type="checkbox"/> I have difficulty with interviews</li> </ul>
	<input type="checkbox"/>	<input type="checkbox"/>	I am able to give specific examples in an interview that demonstrate my skills		
	<input type="checkbox"/>	<input type="checkbox"/>	I'm prepared to answer the most commonly asked interview questions		
	<input type="checkbox"/>	<input type="checkbox"/>	I evaluate my interview performance		
	<input type="checkbox"/>	<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	<input type="checkbox"/>	<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><input type="checkbox"/> I have passed the probation period on my job</li> <li><input type="checkbox"/> I've maintained attendance acceptable to my employer</li> <li><input type="checkbox"/> I've had a constructive employee evaluation</li> <li><input type="checkbox"/> I've resolved conflicts with my coworkers without calling in my supervisor</li> </ul>
	<input type="checkbox"/>	<input type="checkbox"/>	My employer would say I am open to learning and doing things in a new or different way		
	<input type="checkbox"/>	<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		
	<input type="checkbox"/>	<input type="checkbox"/>	I keep my personal issues & appointments out of my workplace		
	<input type="checkbox"/>	<input type="checkbox"/>	I view criticism as an opportunity to grow & improve my skills and I ask for help when I need it		
	<input type="checkbox"/>	<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	<input type="checkbox"/>	<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), Workforce Explorer, 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><input type="checkbox"/> Research showing the required education and training for the job I want</li> <li><input type="checkbox"/> Research showing training providers in my area of interest</li> <li><input type="checkbox"/> Met with a school counselor or advisor</li> <li><input type="checkbox"/> Registration for a course(s)</li> <li><input type="checkbox"/> Complete application for financial aid or student loan</li> </ul>
	<input type="checkbox"/>	<input type="checkbox"/>	I have the education or training needed for the job I am seeking		
	<input type="checkbox"/>	<input type="checkbox"/>	I know how to research my education and training options		
	<input type="checkbox"/>	<input type="checkbox"/>	I know how to fund my education and training		
	<input type="checkbox"/>	<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	<input type="checkbox"/>	<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: (360) 734-7271</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><input type="checkbox"/> Referral to resources, service providers, or workshops</li> <li><input type="checkbox"/> Hardcopy of resource information</li> <li><input type="checkbox"/> Enrolled or participating in a specific program or activity to address needs</li> </ul>
	<input type="checkbox"/>	<input type="checkbox"/>	I know where to find emotional support to help me with my life skills		
	<input type="checkbox"/>	<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>* Whatcom Transportation Authority bus schedules phone: (360) 676-7433</li> <li>* Childcare Hotline: 734-5121 ext. 227</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><input type="checkbox"/> Referral to and information on childcare providers and child care subsidies.</li> </ul>
<input type="checkbox"/>	<input type="checkbox"/>	My budget provides for basic needs			
<input type="checkbox"/>	<input type="checkbox"/>	I have reliable transportation options to get to my appointments and workplace			
<input type="checkbox"/>	<input type="checkbox"/>	I have a dependable child care plan and a back-up plan			
<input type="checkbox"/>	<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			
<input type="checkbox"/>	<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>* Online eligibility calculator at <a href="http://www1.dshs.wa.gov/esa/tec/">http://www1.dshs.wa.gov/esa/tec/</a></li> <li>* Childcare Hotline: 734-5121 ext. 227</li> <li>* Telephones for appointments</li> <li>* Handouts</li> </ul>		
<input type="checkbox"/>	<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><input type="checkbox"/> Completed a self diagnosis survey</li> <li><input type="checkbox"/> Referral to resources, service providers, or workshops</li> <li><input type="checkbox"/> Hardcopy of resource information</li> <li><input type="checkbox"/> Enrolled or participating in a specific program or activity to address needs</li> </ul>
	<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>	
<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			
				<ul style="list-style-type: none"> <li>* <i>Division of Vocational Rehabilitation provides disability assessment, vocational training, occupational support, &amp; assistive technology to those eligible persons with a disability.</i></li> </ul>	