

Name:	Job Seeker ID:	Date:
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**JOB SEARCH READINESS INVENTORY** 1/2016

	Needs/ Assessment	Workshop	Website(s)	Career Center Resource
1	Research Labor Market Information (LMI)	Reviewed in Career Center Seminar <input type="checkbox"/> O*NET	<a href="http://masscis.intocareers.org/materials/portal/home.html">masscis.intocareers.org/materials/portal/home.html</a> <a href="http://onetonline.org/">onetonline.org/</a>	<input type="checkbox"/> Use Resource Room <input type="checkbox"/> Meet w/Job Specialist
2	Review Resume & Cover Letter Techniques	<input type="checkbox"/> Resume & Cover Letters Basics	<input type="checkbox"/> print worksheet <a href="http://ccncm.com/seeker/workshops.htm">ccncm.com/seeker/workshops.htm</a>	<input type="checkbox"/> Meet w/Job Specialist
3	Effective Interviewing	<input type="checkbox"/> Interviewing with Confidence	<a href="http://www.job-hunt.org/job_interviews/job-interviewing.shtml">www.job-hunt.org/job_interviews/job-interviewing.shtml</a>	<input type="checkbox"/> Meet w/Job Specialist
4	Develop and Expand Computer Skills	<input type="checkbox"/> Building Computer Confidence	<a href="http://gcflearnfree.org">gcflearnfree.org</a>	<input type="checkbox"/> Meet w/Job Specialist
		<input type="checkbox"/> Introduction to Internet	<a href="http://commoncraft.com/video/world-wide-web">commoncraft.com/video/world-wide-web</a>	<input type="checkbox"/> Use Resource Room
		<input type="checkbox"/> Introduction to Email	<input type="checkbox"/> <a href="http://yahoo.com">yahoo.com</a> <input type="checkbox"/> <a href="http://login.live.com">login.live.com</a> <input type="checkbox"/> <a href="http://gmail.com">gmail.com</a> <input type="checkbox"/> other	
		<input type="checkbox"/> Working with Microsoft Word	<a href="#">microsoft office tutorials &amp; training Center</a>	
5	Explore Training and/or Education Options	<input type="checkbox"/> Education Options Seminar	<a href="http://jobquest.detma.org/JobQuest/Training.aspx">jobquest.detma.org/JobQuest/Training.aspx</a>	<input type="checkbox"/> Meet w/Job Specialist
6	How to Market Yourself Networking	<input type="checkbox"/> Hidden Job Market	<a href="#">local volunteering opportunities</a> <a href="http://ccncm.com/events.htm">ccncm.com/events.htm</a>	<input type="checkbox"/> Meet w/Job Specialist
7	Active in LinkedIn	<input type="checkbox"/> Introduction to LinkedIn	<a href="http://LinkedIn.com">LinkedIn.com</a>	<input type="checkbox"/> Meet w/Job Specialist
8	Advice for Over 40 Job Seeker	<input type="checkbox"/> Over 40 Job Search	<a href="http://job-hunt.org/onlinejobsearchguide/article_over-40-job-search.shtml">job-hunt.org/onlinejobsearchguide/article_over-40-job-search.shtml</a>	<input type="checkbox"/> Meet w/Job Specialist
9	Youth between the ages of 16-24	<input type="checkbox"/> Employment Links	<a href="http://ccncm.com/seeker/eli.htm">ccncm.com/seeker/eli.htm</a>	<input type="checkbox"/> Meet w/Youth Specialist
		<input type="checkbox"/> Shriver Job Corps	<a href="http://shriver.jobcorps.gov/Home.aspx">shriver.jobcorps.gov/Home.aspx</a>	<input type="checkbox"/> Meet Shriver Representative
10	Veteran Resources and Assistance	<input type="checkbox"/> Federal Job Search	<a href="http://job-hunt.org/article_veterans_jobsearch.shtml">job-hunt.org/article_veterans_jobsearch.shtml</a> <input type="checkbox"/> <a href="#">Vets, Inc.</a>	<input type="checkbox"/> Appt Veterans Representative

**CAREER ACTION PLAN**

	Goal, Need or Lead	Follow-up Goal or Need
1	Return to North Central Career Centers <input type="checkbox"/> Follow-up <input type="checkbox"/> Referral <input type="checkbox"/> Other	
2	Register for <a href="#">JobQuest</a> or Complete Job Match <input type="checkbox"/> Register <input type="checkbox"/> Complete Job Match	<input type="checkbox"/> Upload Resume
3	Create/Update Resume or Complete Worksheet <input type="checkbox"/> Create <input type="checkbox"/> Worksheet <input type="checkbox"/> Update	<input type="checkbox"/> Resume Review
4	Register for Email for Job Search <input type="checkbox"/> <a href="http://yahoo.com">yahoo.com</a> <input type="checkbox"/> <a href="http://login.live.com">login.live.com</a> <input type="checkbox"/> <a href="http://gmail.com">gmail.com</a>	<input type="checkbox"/> other
5	Attend Networking Meeting or Event <input type="checkbox"/> Practice Elevator Speech	<input type="checkbox"/> Attend /join <a href="http://www.toastmasters.org">www.toastmasters.org</a>
6	Attend Job Fair <input type="checkbox"/> Prepare for Job Fair Workshop	<input type="checkbox"/> Preregister
7	Register for Social Networking Website (s) <input type="checkbox"/> LinkedIn <input type="checkbox"/> STEM Power	<input type="checkbox"/> Attend workshop
8	Research Job Search Resources in local Library <input type="checkbox"/> Employer <input type="checkbox"/> Industry/Field <input type="checkbox"/> Other	<input type="checkbox"/> Review <a href="#">local library listing</a>
9	Review <a href="#">211 Massachusetts Assistance Programs</a> <input type="checkbox"/> Healthcare <input type="checkbox"/> Food <input type="checkbox"/> Housing	<input type="checkbox"/> Review Flyer <input type="checkbox"/> Other
10	Websites on Reverse Side <input type="checkbox"/> Review <a href="#">North Central Career Center Website</a>	<input type="checkbox"/> Review other Career Center Websites