

Name: _____ Job Seeker ID: _____ Date: _____

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	masscis.intocareers.org/materials/portal/home.html onetonline.org/	<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 ccncm.com/seeker/workshops.htm	<input type="checkbox"/> Meet w/Job Specialist
3	Effective Interviewing	<input type="checkbox"/> Interviewing with Confidence	www.job-hunt.org/job_interviews/job-interviewing.shtml	<input type="checkbox"/> Meet w/Job Specialist
4	Develop and Expand Computer Skills	<input type="checkbox"/> Building Computer Confidence	gcflearnfree.org	<input type="checkbox"/> Meet w/Job Specialist
		<input type="checkbox"/> Introduction to Internet	commoncraft.com/video/world-wide-web	<input type="checkbox"/> Use Resource Room
		<input type="checkbox"/> Introduction to Email	<input type="checkbox"/> yahoo.com <input type="checkbox"/> login.live.com <input type="checkbox"/> gmail.com <input type="checkbox"/> other	
		<input type="checkbox"/> Working with Microsoft Word	microsoft office tutorials & training Center	
5	Explore Training and/or Education Options	<input type="checkbox"/> Education Options Seminar	jobquest.detma.org/JobQuest/Training.aspx	<input type="checkbox"/> Meet w/Job Specialist
6	How to Market Yourself Networking	<input type="checkbox"/> Hidden Job Market	local volunteering opportunities ccncm.com/events.htm	<input type="checkbox"/> Meet w/Job Specialist
7	Active in LinkedIn	<input type="checkbox"/> Introduction to LinkedIn	LinkedIn.com	<input type="checkbox"/> Meet w/Job Specialist
8	Advice for Over 40 Job Seeker	<input type="checkbox"/> Over 40 Job Search	ob-hunt.org/onlinejobsearchguide/article_over-40-job-search.shtml	<input type="checkbox"/> Meet w/Job Specialist
9	Youth between the ages of 16-24	<input type="checkbox"/> Employment Links	ccncm.com/seeker/eli.htm	<input type="checkbox"/> Meet w/Youth Specialist
		<input type="checkbox"/> Shriver Job Corps	shriver.jobcorps.gov/Home.aspx	<input type="checkbox"/> Meet Shriver Representative
10	Veteran Resources and Assistance	<input type="checkbox"/> Federal Job Search	job-hunt.org/article_veterans_jobsearch.shtml <input type="checkbox"/> Vets, Inc.	<input type="checkbox"/> Appt Veterans Representa- tive

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 JobQuest 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"/> yahoo.com <input type="checkbox"/> login.live.com <input type="checkbox"/> gmail.com	<input type="checkbox"/> other
5	Attend Networking Meeting or Event <input type="checkbox"/> Practice Elevator Speech	<input type="checkbox"/> Attend /join www.toastmasters.org
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 local library listing
9	Review 211 Massachusetts Assistance Programs <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 North Central Career Center Website	<input type="checkbox"/> Review other Career Center Websites