



# LOOKING FOR A JOB: STEP BY STEP

## CHECK YOUR PROGRESS

## STEP 1

Looking for a job is a job! To be successful at finding a job, you need to learn new skills. Even if you are not looking for a job right now, it is good to be prepared. Below is a checklist of job search skills that you will learn. After you work on each activity, come back to this checklist.

Check **DONE** if you have finished the activity. If you are not quite ready, “check” **NEEDS WORK**. Then keep practicing. It is best to look for a job **AFTER** you have checked **DONE** for all or most of the activities.

<b>DONE</b>	<b>ACTIVITY</b>	<b>NEEDS WORK</b>
<input type="checkbox"/>	<b>#2</b> Made my fact sheet	<input type="checkbox"/>
<input type="checkbox"/>	<b>#3</b> Listed my good work qualities	<input type="checkbox"/>
<input type="checkbox"/>	<b>#4</b> Arranged my references / transportation	<input type="checkbox"/>
<input type="checkbox"/>	<b>#5</b> Checked out child care	<input type="checkbox"/>
<input type="checkbox"/>	<b>#6</b> Decided where to look for jobs	<input type="checkbox"/>
<input type="checkbox"/>	<b>#7</b> Learned to look my best	<input type="checkbox"/>
<input type="checkbox"/>	<b>#8</b> Practiced taking phone messages	<input type="checkbox"/>
<input type="checkbox"/>	<b>#9</b> Wrote my résumé	<input type="checkbox"/>
<input type="checkbox"/>	<b>#10</b> Practiced filling out applications	<input type="checkbox"/>
<input type="checkbox"/>	<b>#11</b> Prepared for interviews	<input type="checkbox"/>
<input type="checkbox"/>	<b>#12</b> Discovered extra steps for success	<input type="checkbox"/>
<input type="checkbox"/>	<b>#13</b> Thought about balancing my life	<input type="checkbox"/>
<input type="checkbox"/>	<b>#14</b> Reviewed keeping a job	<input type="checkbox"/>