

Job Readiness Competencies Form 1

Name _____

Student is able to/ has completed	Date completed	Comments
Interview in a professional manner		
Accurately and legibly fill out a job application		
Create a resume packet from cover letter to thank-you letter		
Define the steps to getting a job from the job search process to the interview		
Identify at least five resources within their community that offer employment opportunities		
Identify job skills that relate to different jobs		
Perform a comprehensive job search (use the telephone, classified ads, etc.)		
Practice the appropriate workplace conduct, dress, and etiquette		
Distinguish between entry level and other levels of employment		
Spell, define, and use job-related vocabulary		
Set future career goals and strategies for achievement		
Use various appropriate modes of transportation to get to different places of employment		
A self-assessment inventory		
Generally define sexual harassment within the workplace		
Identify good and bad work habits		
Distinguish between working independently and team-work and is able to do both		
Maintain satisfactory attendance for employment		
Understand job retention techniques such as behavior, attitude, dress code etc.		
Use proper phone skills for cold calling, answering tele-phones, and message taking		
Research the job market for scope and availability of jobs within the workplace		
Has computer skills		
Obtained a driver's license		