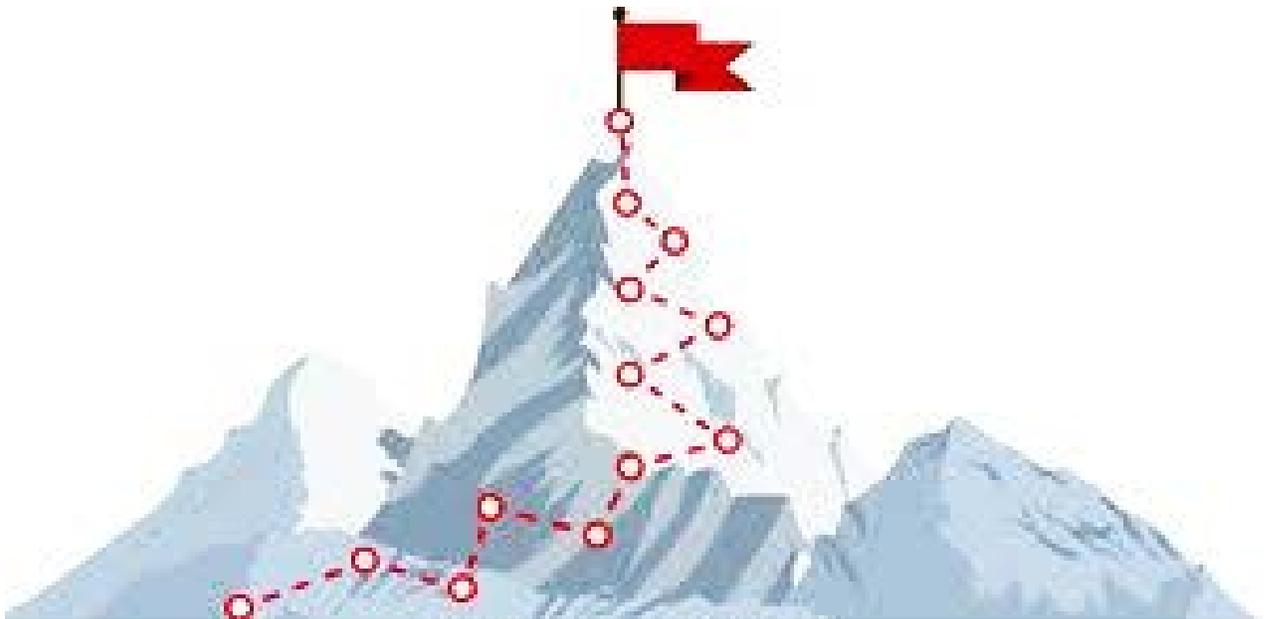




**ADAMS COUNTY**  
**WORKFORCE**

**AND BUSINESS CENTER**  
*Where opportunity leads to success!*

A proud partner of the american<sup>job</sup>center network



**Workforce & Business Center Training Dept.**

Phone: 720-523-2400 Fax: 720-523-6974

Adams County Human Services Center, 11860 Pecos St., Ste. 2200, Westminster, CO 80234

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## STAGES OF JOB SEARCH TRACKER

	DATE COMPLETED
<b>KNOWLEDGE OF SELF &amp; CAREER EXPLORATION</b>	
Attend Career Exploration Workshop	
Requirements	
Budget	
Values	
Knowledge, Skills & Abilities	
Career Cluster Inventory	
Holland Code Assessment	
Activity	
<b>GOAL SETTING &amp; ACTION PLANNING</b>	
Attend Workshop	
SMART Goal	
Action Plan	
<b>IDENTIFY THE RIGHT JOB TITLE &amp; LABOR MARKET RESEARCH</b>	
Attend Online Job Research Resources Workshop	
Job Search Analysis Form	
Job Search Approach	
Other	
<b>APPLICATIONS, RESUME &amp; COVER LETTER</b>	
Attend Resume Strategies Workshop	
Attend Cover Letter Workshop	
Master Application	
Master Resume	
Staff Reviewed Resume	
Master Resume in CC	
Able to Target Resumes	
Cover Letter	
<b>MARKETING YOURSELF &amp; NETWORKING</b>	
Attend Marketing Yourself Successfully Workshop	
Attend Elements of Networking Workshop	
Attend LinkedIn Workshop	
Network Activities	
Elevator Speech	
<b>INTERVIEWING</b>	
Attend Interview Strategies Workshop	
Common Interview Questions	
Success Stories	
Mock Interview	
<b>BARRIERS &amp; LETTER OF EXPLANATION</b>	
Attend Job Searching with a Background Workshop	

# **KNOW YOURSELF**

**Requirements, Values,  
KSA's, and Interests**

## REQUIREMENTS

### JOB BASICS:

What would be the ideal work schedule for you? \_\_\_\_\_

What geographical location is your preference? \_\_\_\_\_

What is your preferred length of commute? \_\_\_\_\_

Are you willing to move for your career? \_\_\_\_\_

Is travel an option? If so, how often & how much notice do you need? \_\_\_\_\_

Do you have any limitations you must consider? If you require accommodations, what are they? \_\_\_\_\_

\_\_\_\_\_

Do you have any limitations related to a criminal background that you must consider? \_\_\_\_\_

What is your preference:

Indoor/Outdoor	Office/Warehouse	Sitting/Moving	Computer/No Computer
Fast-paced/Slow-paced	Quiet/Dynamic	High Pressure/Low Stress	Lead/Follow
High Salary Potential/ Moderate Salary Potential	Regular Schedule/ Varying Schedule	Close Supervision/ Minimal Supervision	Learn New Things/ Use Existing Skills
Dress Up/Relaxed Wear	Overtime/No Overtime	Consistency/Contract Work	Commission/Set Salary
Routine/Variety	Customers/ No Customers	Team/Individual	Other?

What is a realistic salary range (hourly/annual)? (Consider rent, food, utilities, transportation, and entertainment.)



Are benefits important to you? Which ones?

## BUDGET FORM

MONTHLY INCOME	
Earned Income 1:	
Earned Income 2:	
TANF BCA:	
Food Asst.:	
SSI:	
SSDI:	
Child Support:	
Other Income:	
<b>TOTAL INCOME:</b>	
MONTHLY EXPENSES	
Rent / Mortgage	
Homeowners / Renters Insurance	
Property Taxes	
Electricity (if electricity and gas are paid on the same bill just list in this line)	
Gas (Heat)	
Water	
Trash	
Groceries	
Childcare	
Baby Supplies and Diapers	
Laundry	
Household Items	
Personal Items	
School Lunches (kids)	
Car Payment	
Car Insurance	
Car Gas	
Bus Fees	
Cell Phone	
Home Phone	
Internet	
Television Cable	
Doctor / Co-pays	
Prescriptions	
Health Insurance	
Child Support	
Fines	
Legal Fees	
Other:	
<b>Total Expenses:</b>	

INTERMITTENT INCOME		
	Month(s) When Income Will Be Received	Amount to Be Received
EITC 1:		
LEAP:		
Other:		
INTERMITTENT EXPENSES		
	Month Due	Amount
Car Registration		
Car Maintenance / Repair		
Car Insurance (if paid yearly)		
Clothes / Shoes for Kids		
Clothes / Shoes for Self		
School Supplies (kids)		
School Supplies (self)		
Holidays		
DEBT		
	Monthly	Amount Owed
Overdue Rent		
School Loan		
Electricity Bills from Prior		
Gas Bills from Prior		
Credit Card 1:		
Credit Card 2:		
Payday/Short-term Loan 1:		
Payday/Short-term Loan 2:		
Other Debt:		
Other Debt:		
<b>Total Debt:</b>		-
<b>Net Income After Expenses:</b>		
<b>Net Income After Debt Payments:</b>		

## VALUES

Read each value and decide if it is always important, sort of important or not important to you. Place an 'X' in the appropriate box. An explanation is there to help you think about the value. If your explanation is different, use your own definition when rating the value.

1) My core values that are important to me in my LIFE are:	Always Important	Sort of Important	Not Important
<b>Achievement:</b> Being able to meet your goals			
<b>Balance:</b> Time for family, work and play			
<b>Independence:</b> Control of your own destiny			
<b>Influence:</b> Able to have an impact on others			
<b>Integrity:</b> Stand up for your beliefs			
<b>Honesty:</b> Telling the truth and knowing that others are telling the truth			
<b>Power:</b> Control over others			
<b>Respect:</b> Care and trust of self and others			
<b>Spirituality:</b> Believing in your core beliefs			
<b>Status:</b> Having influence and power over others			
2) I value WORK ENVIRONMENTS that are:	Always Important	Sort of Important	Not Important
<b>Fast Paced:</b> Work that has many things happening at one time			
<b>Flexible:</b> Work that is not set to a specific time schedule			
<b>High Earnings:</b> Work that has the potential to make a lot of money			
<b>Learning:</b> Work that is intellectually challenging to you			
<b>Location:</b> Work that is in a convenient place and an easy commute			
<b>Predictable:</b> Work where you know what is going to happen day after day			
<b>Relaxed:</b> Work where there are few pressures to get things done			
<b>Quiet:</b> Work where there are few disruptions throughout the day			
<b>Structured:</b> Work where it is organized and has a specific set time			
<b>Time Freedom:</b> Work where you set your own schedule and plan how and when you do your work			
3) I value WORK INTERACTIONS with co-workers who support:	Always Important	Sort of Important	Not Important
<b>Competition:</b> Work where you compete with others			
<b>Diversity:</b> Work where there are people with different ethnic backgrounds			
<b>Friendships:</b> Work where you socialize with your co-workers			
<b>Leadership:</b> Work where there are good leaders managing the organization			
<b>Management:</b> Work where there is strong management			
<b>Open Communication:</b> Work where information is not held back from employees			
<b>Recognition:</b> Work where you are acknowledged for your work and contribution			
<b>Support:</b> Work where you help and support each other			
<b>Teamwork:</b> Work where working together is important			
<b>Trust:</b> Work where you can count on each other			

4) I value WORK ACTIVITIES that are:	Always Important	Sort of Important	Not Important
<b>Analytical:</b> Work that requires interpretation of data and information			
<b>Challenging:</b> Work that is mentally or physically challenging			
<b>Creative:</b> Work that uses imagination and creative talents to produce results			
<b>Helping:</b> Work that is helping people			
<b>Leading Edge:</b> Work on new and innovative products or projects			
<b>Physical:</b> Work that has a lot of physical activity			
<b>Public Contact:</b> Work that has daily interaction with the public			
<b>Research:</b> Work that searches for new information			
<b>Risk Taking:</b> Work that may be dangerous or risky			
<b>Variety:</b> Work where many different tasks are done during the day			

## YOUR WORK VALUES PROFILE

Review the “Always Important” values and prioritize your top five below. Write an example of what that value looks like on the job (*ie; RESPECT means people are not talking down to me at work*).

My Top 5 Values:	
1.	
2.	
3.	
4.	
5.	

How involved do you want your supervisor to be?

Describe your ideal team. (For example: collaborative, competitive, supportive, etc.)

Which values, if any, must you share with an organization?

Which values, if any, would turn you away from an organization?

Describe your ideal organization. (For example: well established, start-up, small, medium, large, etc.)

## KNOWLEDGE, SKILLS & ABILITIES (KSA'S)

**Knowledge** – The subjects, topics, and items of information that an employee should know at the time he or she is hired or moved into the job. Knowledge represents bodies of information that are applied directly to the performance of work functions. **It is theory and not practice. An individual may have an understanding or textbook knowledge of a topic or tool but have not used it as part of his or her job activities.**



**Skills** – Technical or manual proficiencies which are usually learned or acquired through training. Skills should be measurable and observable. **Skills reflect the practical application of the theoretical knowledge.**

**Abilities** – The present demonstrable capacity to apply several knowledge and skills simultaneously in order to complete a task or perform an observable behavior. **Abilities may also relate attributes which tend to be innate or acquired without formal instructions. Abilities are enduring talents that can help a person do a job.**



### KNOWLEDGE

List the knowledge that you've gained from your experience or studies. Use the questions to help you get started.

What have you studied (formally or informally)? Do you have any degrees, licenses, or certifications? If so, list them.

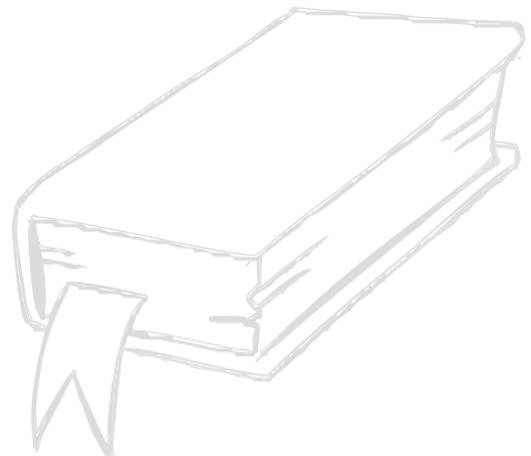
What cultures have you worked in? What groups of people have you worked with?

Where have you worked? (Types of companies/industries)

What technologies have you used?

Have you had any special on-the-job training?

What do you do for fun? What are your hobbies?



# SKILLS

## HARD SKILLS

Technical skills that are directly related to the job and those specific duties in which you were trained or gained formal schooling. “Things you can do” that make you a great employee.



### Examples:

- |                |                        |                    |
|----------------|------------------------|--------------------|
| Accounting     | Financial              | Plumbing           |
| Administrative | Hardware               | Project Management |
| Analysis       | Healthcare             | Programming        |
| Analytics      | Information Technology | Research           |
| Automotive     | Inventory              | Reporting          |
| Banking        | Languages              | Science            |
| Bilingual      | Legal                  | Software           |
| Bookkeeping    | Manufacturing          | Spreadsheets       |
| Carpentry      | Math                   | Teaching           |
| Computer       | Mechanical             | Technology         |
| Construction   | Medical                | Testing            |
| Data           | Nursing                | Translation        |
| Design         | Operate Machinery      | Transcription      |
| Editing        | Optimization           | Welding            |
| Electrical     | Pharmaceutical         | Word Processing    |
| Engineering    | Pipefitter             | Writing            |

1. Write any of the skills you have and want to use on a regular basis in the first column.  
 2. Rate your strengths form 1-4:  
 a. Expert – strong enough to teach/mentor others in this skill and/or seen by others as an expert.  
 b. Proficient – can use the skill independently with ease.  
 c. Progressing – have successes in this skill but can use more training/practice.  
 d. Beginning – just learned this skill and not yet using it independently.  
 3. Write specific examples of where you’ve used those skills.

Skill	Rate	Example

## SOFT SKILLS

Personal traits that you possess and have more to do with who you are than what you know.  
 “Qualities you have” that make you a great employee.

1. Place a mark next to the skills you have and want to use on a regular basis.
2. Rate your strengths form 1-4:
  - a. Expert – strong enough to teach/mentor others in this skill and/or seen by others as an expert.
  - b. Proficient – can use the skill independently with ease.
  - c. Progressing – have successes in this skill but can use more training/practice.
  - d. Beginning – just learned this skill and not yet using it independently.
3. Write specific examples of where you’ve used those skills.

	Skill	Rate	Example
	Able to listen		
	Accept criticism		
	Accurate		
	Adaptable/Flexible		
	Ambitious		
	Analytical		
	Assertive		
	Attentive		
	Confident		
	Cooperative		
	Creative		
	Dedicated		
	Dependable		
	Desire to learn		
	Diplomatic		
	Diversity awareness		
	Effective communicator		
	Efficient		
	Empathetic		
	Energetic		
	Enthusiastic		
	Follow instructions/policies		
	Friendly		
	Hard-working		
	Honest		
	Inspiring		
	Motivated		
	Optimistic		
	Outgoing		
	Patience		
	Perseverance/persistence		
	Positive attitude		
	Problem-solver		
	Punctual		
	Read body language		

	Reliable		
	Resilient		
	Resourceful		
	Respectful		
	Safety conscious		
	Self-directed		
	Sense of humor		
	Sensitive to others		
	Stay on task		
	Stress management		
	Strong work ethic		
	Team player		
	Thinks outside the box		
	Tolerant of change		
	Tactful		
	Work under pressure		

### TRANSFERABLE SKILLS



“Portable” skills that transfer from one career or area of life to another.

1. Place a mark next to the skills you have and want to use on a regular basis.
2. Rate your strengths form 1-4:
  - a. **Expert** – strong enough to teach/mentor others in this skill and/or seen by others as an expert.
  - b. **Proficient** – can use the skill independently with ease.
  - c. **Progressing** – have successes in this skill but can use more training/practice.
  - d. **Beginning** – just learned this skill and not yet using it independently.
3. Write specific examples of where you’ve used those skills.

✓	Communication Skills	Rate	Example
	Write, edit, translate, interpret or critique words		
	Foreign Language skills		
	Perform outreach		
	Provide constructive feedback		
	Reading following directions		
	Comparing or cross-checking two or more lists		
	Filling out forms		
	Writing reports, letters and memos correctly		
	Reading and understanding policies and memos		
	Comfortably speaking to other you do not know		
	Taking notes while someone speaks		
	Finding information		
	Using a map		
	Explaining things to other people		
	Know when to ask for help or more explanation		
	Counsel or advise others		
	Listen to others		

	Other(s):		
✓	<b>Technical Skills</b>	<b>Rate</b>	<b>Example</b>
	Be athletic or use physical coordination		
	Build or construct things or structures		
	Do skilled crafts or use hand coordination with tools		
	Operate vehicles, machines or electronic equipment		
	Repair or set up machines or equipment		
	Installing things		
	Work with earth and nature		
	Gardening, landscaping and farming		
	Other(s):		
✓	<b>Number Skills</b>	<b>Rate</b>	<b>Example</b>
	Compute, calculate, compare or record numbers		
	Forecast, appraise or estimate numerical information		
	Doing arithmetic correctly		
	Using percentage and decimals		
	Estimating costs and/or time needed to complete a job		
	Using a database program on a computer		
	Using a spreadsheet on a computer		
	Creating and managing a budget		
	Other(s):		
✓	<b>Management and Self-Management Skills</b>	<b>Rate</b>	<b>Example</b>
	Getting interested/excited about the task at hand		
	Offering to help when it's needed		
	Knowing how to take directions		
	Motivating myself to do what needs to get done		
	Helping motivate others to get the job done		
	Prioritizing tasks so that the larger goal is met on time		
	Following the rules		
	Presenting a neat and professional image		
	Checking your own work		
	Using courtesy when dealing with others		
	Seeking help when needed		
	Being eager to learn		
	Speaking up for yourself		
	Solving problems in a cooperative way		
	Detail oriented		
	Other(s):		
✓	<b>Creative/Artistic Skills</b>	<b>Rate</b>	<b>Example</b>
	Perceive intuitively, sense, show insight or have foresight		
	Use artistic ability, photograph, decorate, paint or sculpt		

	Use creativity, visualize, imagine, brainstorm or design		
	Use musical ability, sing, compose or play instruments		
	Presenting artistic ideas		
	Visualizing shapes		
	Designing		
	Drawing, illustrating, sketching		
	Other(s):		
✓	<b>Critical Thinking and Investigative Skills</b>	<b>Rate</b>	<b>Example</b>
	Analyze, use logic, problem solve, examine		
	Conceptualize, adapt, develop, hypothesize or discover		
	Evaluate, assess, test, appraise, diagnose		
	Observe, reflect, study or notice		
	Research, investigate, read or interview		
	Synthesize, integrate, unify or conceptualize ideas		
	Forecasting/predicting		
	Other(s):		
✓	<b>People and Social Skills</b>	<b>Rate</b>	<b>Example</b>
	Care, treat, heal, nurse or rehabilitate others		
	Counsel, empower, coach, guide or listen to individuals		
	Host, comfort, please, make welcome or serve customers		
	Plan social, recreational or other group events		
	Problem-solve, mediate or network with people		
	Teach, train, instruct, inform or explain to groups		
	Caring for children responsibly		
	Build/maintain strong relationships		
	Handle Complaints		
	Collaborate with others		
	Customer Service		
	Gain customers' confidence		
	Leading groups or activities		
	Other(s):		
✓	<b>Business Skills</b>	<b>Rate</b>	<b>Example</b>
	Working with computers		
	Quality assurance		
	Using a business telephone		
	Working with budgets		
	Account, budget, program or financial data		
	Attend to detail, copy, inspect or transcribe		
	Setting up and closing out a cash register		
	Managing money and bills		
	Organizing, filing, updating, categorizing or arranging information		
	Writing business documents		
	Coordinating events		
	Fund-raising		
	Other		

✓ Leadership	Rate	Example
Allocate resources		
Coordinate/develop new programs		
Counsel/coach people		
Crisis management		
Deductive reasoning		
Evaluate personnel		
Initiate new ideas		
Interview job candidates		
Make/implement decisions		
Managing resources		
Measure progress/success		
Mediate issues/conflicts		
Negotiate issues/contracts		
Organize committees		
Oversee budgets		
Oversee others' work		
Recruit/hire new employees		
Set and monitor goals		
Schedule staff		
Supervise department/team		

**NOTES:**

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## ABILITIES

Answer the questions below to explore your abilities and strengths:

What things are you an expert on? What do you know so well that you could teach others?



What things do people come to you for advice about?

What things do you know so well that you have taught them to others?

What does your previous employer miss about you now that you aren't there?

Of all the jobs or work assignments you have had, identify which job you liked the best.

Now list the tasks or aspects of the job that you enjoyed the most.

What tasks do you dislike the most?

What do you consider to be your greatest strengths and/or abilities?

What do you consider to be your challenges/weaknesses?

## CAREER CLUSTER INVENTORY

Circle the items in each box that best describe you. You may make as many or as few circles in each box as you choose. Add up the number of circles in each box. Look to see which three boxes have the highest numbers. Find the corresponding Career Clusters on the pages immediately following this survey to see which you may want to explore.

<b>BOX 1</b>	<b>Activities that describe what I like to do:</b>	<b>Personal qualities that describe me:</b>	<b>School subjects that I like:</b>	<b>Total number circled in Box 1</b> <hr/>
	<ol style="list-style-type: none"> <li>1. Learn how things grow and stay alive</li> <li>2. Make best use of the earth's natural resources</li> <li>3. Hunt and/or fish</li> <li>4. Protect the environment</li> <li>5. Be outdoors in all kinds of weather</li> <li>6. Plan, budget and keep records</li> <li>7. Operate machines and keep them in good repair.</li> </ol>	<ol style="list-style-type: none"> <li>1. Self-reliant</li> <li>2. Nature lover</li> <li>3. Physically active</li> <li>4. Planner</li> <li>5. Creative problem solver</li> </ol>	<ol style="list-style-type: none"> <li>1. Math</li> <li>2. Life Sciences</li> <li>3. Earth Sciences</li> <li>4. Chemistry</li> <li>5. Agriculture</li> </ol>	
<b>BOX 2</b>	<b>Activities that describe what I like to do:</b>	<b>Personal qualities that describe me:</b>	<b>School subjects that I like:</b>	<b>Total number circled in Box 2</b> <hr/>
	<ol style="list-style-type: none"> <li>1. Read and follow blueprints and/or instructions</li> <li>2. Picture in mind what a finished product looks like</li> <li>3. Work with my hands</li> <li>4. Perform work that requires precise results</li> <li>5. Solve technical problems</li> <li>6. Visit and learn from beautiful, historic or interesting buildings</li> <li>7. Follow logical, step-by-step procedures</li> </ol>	<ol style="list-style-type: none"> <li>1. Curious</li> <li>2. Good at following directions</li> <li>3. Pay attention to details</li> <li>4. Good at visualizing possibilities</li> <li>5. Patient and persistent</li> </ol>	<ol style="list-style-type: none"> <li>1. Math</li> <li>2. Drafting</li> <li>3. Physical Sciences</li> <li>4. Construction Trades</li> <li>5. Electrical Trades/Heat, Air Conditioning and Refrigeration/Technology Education</li> </ol>	
<b>BOX 3</b>	<b>Activities that describe what I like to do:</b>	<b>Personal qualities that describe me:</b>	<b>School subjects that I like:</b>	<b>Total number circled in Box 3</b> <hr/>
	<ol style="list-style-type: none"> <li>1. Use my imagination to communicate new information to others</li> <li>2. Perform in front of others</li> <li>3. Read and write</li> <li>4. Play a musical instrument</li> <li>5. Perform creative, artistic activities</li> <li>6. Use video and recording technology</li> <li>7. Design brochures and posters</li> </ol>	<ol style="list-style-type: none"> <li>1. Creative and imaginative</li> <li>2. Good communicator /good vocabulary</li> <li>3. Curious about new technology</li> <li>4. Relate well to feelings and thoughts of others</li> <li>5. Determined /tenacious</li> </ol>	<ol style="list-style-type: none"> <li>1. Art/Graphic Design</li> <li>2. Music</li> <li>3. Speech and Drama</li> <li>4. Journalism/ Literature</li> <li>5. Audiovisual Technologies</li> </ol>	
<b>BOX 4</b>	<b>Activities that describe what I like to do:</b>	<b>Personal qualities that describe me:</b>	<b>School subjects that I like:</b>	<b>Total number circled in Box 4</b> <hr/>
	<ol style="list-style-type: none"> <li>1. Perform routine, organized activities but can be flexible</li> <li>2. Work with numbers and detailed information</li> <li>3. Be the leader in a group</li> <li>4. Make business contact with people</li> <li>5. Work with computer programs</li> <li>6. Create reports and communicate ideas</li> <li>7. Plan my work and follow instructions without close supervision</li> </ol>	<ol style="list-style-type: none"> <li>1. Organized</li> <li>2. Practical and logical</li> <li>3. Patient</li> <li>4. Tactful</li> <li>5. Responsible</li> </ol>	<ol style="list-style-type: none"> <li>1. Computer Applications/ Business and Information Technology</li> <li>2. Accounting</li> <li>3. Math</li> <li>4. English</li> <li>5. Economics</li> </ol>	

<b>BOX 5</b>	<b>Activities that describe what I like to do:</b>	<b>Personal qualities that describe me:</b>	<b>School subjects that I like:</b>	<b>Total number circled in Box 5</b> <hr/>
	<ol style="list-style-type: none"> <li>1. Communicate with different types of people</li> <li>2. Help others with their homework or learn new things</li> <li>3. Go to school</li> <li>4. Direct and plan activities for others</li> <li>5. Handle several responsibilities at once</li> <li>6. Acquire new information</li> <li>7. Help people overcome their challenges</li> </ol>	<ol style="list-style-type: none"> <li>1. Friendly</li> <li>2. Decision maker</li> <li>3. Helpful</li> <li>4. Innovative/ Inquisitive</li> <li>5. Good listener</li> </ol>	<ol style="list-style-type: none"> <li>1. Language Arts</li> <li>2. Social Studies</li> <li>3. Math</li> <li>4. Science</li> <li>5. Psychology</li> </ol>	
<b>BOX 6</b>	<b>Activities that describe what I like to do:</b>	<b>Personal qualities that describe me:</b>	<b>School subjects that I like:</b>	<b>Total number circled in Box 6</b> <hr/>
	<ol style="list-style-type: none"> <li>1. Work with numbers</li> <li>2. Work to meet a deadline</li> <li>3. Make predictions based on existing facts</li> <li>4. Have a framework of rules by which to operate</li> <li>5. Analyze financial information and interpret it to others</li> <li>6. Handle money with accuracy and reliability</li> <li>7. Take pride in the way I dress and look</li> </ol>	<ol style="list-style-type: none"> <li>1. Trustworthy</li> <li>2. Orderly</li> <li>3. Self-confident</li> <li>4. Logical</li> <li>5. Methodical or efficient</li> </ol>	<ol style="list-style-type: none"> <li>1. Accounting</li> <li>2. Math</li> <li>3. Economics</li> <li>4. Banking/Financial Services</li> <li>5. Business Law</li> </ol>	
<b>BOX 7</b>	<b>Activities that describe what I like to do:</b>	<b>Personal qualities that describe me:</b>	<b>School subjects that I like:</b>	<b>Total number circled in Box 7</b> <hr/>
	<ol style="list-style-type: none"> <li>1. Be involved in politics</li> <li>2. Negotiate, defend and debate ideas and topics</li> <li>3. Plan activities and work cooperatively with others</li> <li>4. Work with details</li> <li>5. Perform a variety of duties that may change often</li> <li>6. Analyze information and interpret it to others</li> <li>7. Travel and see things that are new to me</li> </ol>	<ol style="list-style-type: none"> <li>1. good communicator</li> <li>2. Competitive</li> <li>3. Service-minded</li> <li>4. Well-organized</li> <li>5. Problem solver</li> </ol>	<ol style="list-style-type: none"> <li>1. Government</li> <li>2. Language Arts</li> <li>3. History</li> <li>4. Math</li> <li>5. Foreign Language</li> </ol>	
<b>BOX 8</b>	<b>Activities that describe what I like to do:</b>	<b>Personal qualities that describe me:</b>	<b>School subjects that I like:</b>	<b>Total number circled in Box 8</b> <hr/>
	<ol style="list-style-type: none"> <li>1. Work under pressure</li> <li>2. Help sick people and animals</li> <li>3. Make decisions based on logic and information</li> <li>4. Participate in health and science classes</li> <li>5. Respond quickly and calmly in emergencies</li> <li>6. Work as a member of a team</li> <li>7. Follow guidelines precisely and meet strict standards of accuracy</li> </ol>	<ol style="list-style-type: none"> <li>1. Compassionate and caring</li> <li>2. Good at following directions</li> <li>3. Conscientious and careful</li> <li>4. Patient</li> <li>5. Good listener</li> </ol>	<ol style="list-style-type: none"> <li>1. Biological Sciences</li> <li>2. Chemistry</li> <li>3. Math</li> <li>4. Occupational Health classes</li> <li>5. Language Arts</li> </ol>	

<b>BOX 9</b>	<b>Activities that describe what I like to do:</b>	<b>Personal qualities that describe me:</b>	<b>School subjects that I like:</b>	<b>Total number circled in Box 9</b> <hr/>
	<ol style="list-style-type: none"> <li>Investigate new places and activities</li> <li>Work with all ages and types of people</li> <li>Organize activities in which other people enjoy themselves</li> <li>Have a flexible schedule</li> <li>Help people make up their minds</li> <li>Communicate easily, tactfully and courteously</li> <li>Learn about other cultures</li> </ol>	<ol style="list-style-type: none"> <li>Tactful</li> <li>Self-motivated</li> <li>Works well with others</li> <li>Outgoing</li> <li>Slow to anger</li> </ol>	<ol style="list-style-type: none"> <li>Language Arts/Speech</li> <li>Foreign Language</li> <li>Social Sciences</li> <li>Marketing</li> <li>Food Services</li> </ol>	
<b>BOX 10</b>	<b>Activities that describe what I like to do:</b>	<b>Personal qualities that describe me:</b>	<b>School subjects that I like:</b>	<b>Total number circled in Box 10</b> <hr/>
	<ol style="list-style-type: none"> <li>Care about people and their needs and their problems</li> <li>Participate in community services and/or volunteering</li> <li>Listen to other people's viewpoints</li> <li>Help people be at their best</li> <li>Work with people from preschool age to old age</li> <li>Think of new ways to do things</li> <li>Make friends with different kinds of people</li> </ol>	<ol style="list-style-type: none"> <li>Good communicator/good listener</li> <li>Caring</li> <li>Non-materialistic</li> <li>Intuitive and logical</li> <li>Non-judgmental</li> </ol>	<ol style="list-style-type: none"> <li>Language Arts</li> <li>Psychology/Sociology</li> <li>Family and Consumer Sciences</li> <li>Finance</li> <li>Foreign Language</li> </ol>	
<b>BOX 11</b>	<b>Activities that describe what I like to do:</b>	<b>Personal qualities that describe me:</b>	<b>School subjects that I like:</b>	<b>Total number circled in Box 11</b> <hr/>
	<ol style="list-style-type: none"> <li>Work with computers</li> <li>Reason clearly and logically to solve complex problems</li> <li>Use machines, techniques and processes</li> <li>Read technical materials and diagrams and solve technical problems</li> <li>Adapt to change</li> <li>Play video games and figure out how they work</li> <li>Concentrate for long periods without being distracted</li> </ol>	<ol style="list-style-type: none"> <li>Logical/analytical thinker</li> <li>See details in the big picture</li> <li>Persistent</li> <li>Good concentration skills</li> <li>Precise and accurate</li> </ol>	<ol style="list-style-type: none"> <li>Math</li> <li>Science</li> <li>Computer Tech/Applications</li> <li>Communications</li> <li>Graphic Design</li> </ol>	
<b>BOX 12</b>	<b>Activities that describe what I like to do:</b>	<b>Personal qualities that describe me:</b>	<b>School subjects that I like:</b>	<b>Total number circled in Box 12</b> <hr/>
	<ol style="list-style-type: none"> <li>Work under pressure or in the face of danger</li> <li>Make decisions based on my own observations</li> <li>Interact with other people</li> <li>Be in positions of authority</li> <li>Respect rules and regulations</li> <li>Debate and win arguments</li> <li>Observe and analyze people's behavior</li> </ol>	<ol style="list-style-type: none"> <li>Adventurous</li> <li>Dependable</li> <li>Community-minded</li> <li>Decisive</li> <li>Optimistic</li> </ol>	<ol style="list-style-type: none"> <li>Language Arts</li> <li>Psychology/Sociology</li> <li>Government/History</li> <li>Law Enforcement</li> <li>First Aid/First Responder</li> </ol>	

<b>BOX 13</b>	<b>Activities that describe what I like to do:</b>	<b>Personal qualities that describe me:</b>	<b>School subjects that I like:</b>	<b>Total number circled in Box 13</b> <hr/>
	<ol style="list-style-type: none"> <li>1. Work with my hands and learn that way</li> <li>2. Put things together</li> <li>3. Do routine, organized and accurate work</li> <li>4. Perform activities that produce tangible results</li> <li>5. Apply math to work out solutions</li> <li>6. Use hand and power tools and operate equipment/machinery</li> <li>7. Visualize objects in three dimensions from flat drawings</li> </ol>	<ol style="list-style-type: none"> <li>1. Practical</li> <li>2. Observant</li> <li>3. Physically active</li> <li>4. Step-by-step thinker</li> <li>5. Coordinated</li> </ol>	<ol style="list-style-type: none"> <li>1. Math-Geometry</li> <li>2. Chemistry</li> <li>3. Trade and Industry courses</li> <li>4. Physics</li> <li>5. Language Arts</li> </ol>	
<b>BOX 14</b>	<b>Activities that describe what I like to do:</b>	<b>Personal qualities that describe me:</b>	<b>School subjects that I like:</b>	<b>Total number circled in Box 14</b> <hr/>
	<ol style="list-style-type: none"> <li>1. Shop and go to the mall</li> <li>2. Be in charge</li> <li>3. Make displays and promote ideas</li> <li>4. Give presentations and enjoy public speaking</li> <li>5. Persuade people to buy products or to participate in activities</li> <li>6. Communicate my ideas to other people</li> <li>7. Take advantage of opportunities to make extra money</li> </ol>	<ol style="list-style-type: none"> <li>1. Enthusiastic</li> <li>2. Competitive</li> <li>3. Creative</li> <li>4. Self-motivated</li> <li>5. Persuasive</li> </ol>	<ol style="list-style-type: none"> <li>1. Language Arts</li> <li>2. Math</li> <li>3. Business Education/Marketing</li> <li>4. Economics</li> <li>5. Computer Applications</li> </ol>	
<b>BOX 15</b>	<b>Activities that describe what I like to do:</b>	<b>Personal qualities that describe me:</b>	<b>School subjects that I like:</b>	<b>Total number circled in Box 15</b> <hr/>
	<ol style="list-style-type: none"> <li>1. Interpret formulas</li> <li>2. Find the answers to questions</li> <li>3. Work in a laboratory</li> <li>4. Figure out how things work and investigate new things</li> <li>5. Explore new technology</li> <li>6. Experiment to find the best way to do something</li> <li>7. Pay attention to details and help things be precise</li> </ol>	<ol style="list-style-type: none"> <li>1. Detail-oriented</li> <li>2. Inquisitive</li> <li>3. Objective</li> <li>4. Methodical</li> <li>5. Mechanically inclined</li> </ol>	<ol style="list-style-type: none"> <li>1. Math</li> <li>2. Science</li> <li>3. Drafting/Computer-Aided Drafting</li> <li>4. Electronics/Computer Networking</li> <li>5. Technical Classes/Technology Education</li> </ol>	
<b>BOX 16</b>	<b>Activities that describe what I like to do:</b>	<b>Personal qualities that describe me:</b>	<b>School subjects that I like:</b>	<b>Total number circled in Box 16</b> <hr/>
	<ol style="list-style-type: none"> <li>1. Travel</li> <li>2. See well and have quick reflexes</li> <li>3. Solve mechanical problems</li> <li>4. Design efficient processes</li> <li>5. Anticipate needs and prepare to meet them</li> <li>6. Drive or ride</li> <li>7. Move things from one place to another</li> </ol>	<ol style="list-style-type: none"> <li>1. Realistic</li> <li>2. Mechanical</li> <li>3. Coordinated</li> <li>4. Observant</li> <li>5. Planner</li> </ol>	<ol style="list-style-type: none"> <li>1. Math</li> <li>2. Trade and Industry courses</li> <li>3. Physical Sciences</li> <li>4. Economics</li> <li>5. Foreign Language</li> </ol>	

	Name of Cluster	General Description	Pathways
1	 Agriculture, Food & Natural Resources	The production, processing, marketing, distribution, financing, & development of agricultural commodities & resources including food, fiber, wood products, natural resources, horticulture, & other plant & animal products/ resources	Food Products & Processing Systems Plant Systems Animal Systems Power, Structural & Technical Systems Natural Resources Systems Environmental Service Systems Agribusiness Systems
2	 Architecture & Construction	Careers in designing, planning, managing, building & maintaining the built environment.	Design/Pre-Construction Construction Maintenance/Operations
3	 Arts, A/V Technology & Communication	Designing, producing, exhibiting, performing, writing, & publishing multimedia content including visual & performing arts & design, journalism, & entertainment services.	Audio & Video Technology & Film Printing Technology Visual Arts Performing Arts Journalism & Broadcasting Telecommunications
4	 Business, Management & Administration	Business Management & Administration careers encompass planning, organizing, directing & evaluating business functions essential to efficient & productive business operations. Business Management & Administration career opportunities are available in every sector of the economy.	Management Business Financial Management & Accounting Human Resources Business Analysis Marketing Administrative & Information Support
5	 Education & Training	Planning, managing & providing education & training services, & related learning support services.	Administration & Administrative Support Professional Support Services Teaching/Training
6	 Finance	Planning, services for financial & investment planning, banking, insurance, & business financial management.	Financial & Investment Planning Business Financial Management Banking & Related Services Insurance Services
7	 Government & Public Administration	Executing governmental functions at the local, state & federal levels.	Governance National Security Foreign Service Planning Revenue & Taxation Regulation Public Management & Administration
8	 Health Science	Planning, managing, & providing health-related services as well as biotechnology research & development.	Therapeutic Services Diagnostic Services Health Informatics Support Services Biotechnology Research & Development
9	 Hospitality & Tourism	Hospitality & Tourism encompasses the management, marketing & operations of restaurants & other foodservices, lodging, attractions, recreation events & travel related services.	Restaurants & Food/Beverage Services Lodging Travel & Tourism Recreation, Amusements & Attractions

10	 Human Services	Preparing individuals for employment in career pathways that relate to families & human needs.	Early Childhood Development & Services Counseling & Mental Health Services Family & Community Services Personal Care Services Consumer Services
11	 Information Technology	Building Linkages in IT Occupations Framework: For Entry Level, Technical, & Professional Careers Related to the Design, Development, Support & Management of Hardware, Software, Multimedia, & Systems Integration Services.	Network Systems Information Support & Services Interactive Media Programming & Software Development
12	 Law, Public Safety, Corrections & Security	Planning, managing, & providing legal, public safety, protective services, including professional & technical support services.	Correction Services Emergency & Fire Management Services Security & Protective Services Law Enforcement Services Legal Services
13	 Manufacturing	Planning, managing & performing the processing of materials into intermediate or final products & related professional & technical support activities such as production planning & control, maintenance & manufacturing/process engineering.	Production Manufacturing Production Process Development Maintenance, Installation & Repair Quality Assurance Logistics & Inventory Control Health, Safety & Environmental Assurance
14	 Marketing, Sales & Service	Planning, managing, & performing marketing activities to reach organizational objectives.	Management & Entrepreneurship Professional Sales & Marketing Buying & Merchandising Marketing Communications & Promotion Marketing Information Management & Research Distribution & Logistics E-Marketing
15	 Science, Technology, Engineering & Mathematics	Planning, managing, & providing scientific research & professional & technical services (e.g., physical science, social science, engineering) including laboratory & testing services, & research & development services.	Engineering & Technology Science & Math
16	 Transportation, Distribution & Logistics	Planning, management, & movement of people, materials, & goods by road, pipeline, air, rail & water. Also related professional & technical support services such as transportation infrastructure planning & management, logistics services, mobile equipment & facility maintenance.	Transportation Operations Logistics Planning & Management Services Warehousing & Distribution Center Operations Facility & Mobile Equipment Maintenance Transportation Systems/Infrastructure Planning, Management & Regulation Health, Safety & Environmental Management Sales & Service

My top 3 Career Clusters are:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_



Add up the number of filled-in circles in each column and then add the two columns together for a grand total. Transfer the grand totals for each letter into the appropriate spaces below.

<b>R</b> = Realistic	Total: _____
<b>I</b> = Investigative	Total: _____
<b>A</b> = Artistic	Total: _____
<b>S</b> = Social	Total: _____
<b>E</b> = Enterprising	Total: _____
<b>C</b> = Conventional	Total: _____

Write in the three letters with your highest scores.

<b>MY INTEREST CODE</b> ____ _
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### R = Realistic

These people are often good at mechanical or athletic jobs. Good career industries for Realistic people are:

- Agriculture, food and natural resources
- Architecture and construction
- Arts, A/V technology and communication
- Health science
- Hospitality and tourism
- Information technology
- Law, public safety, corrections and security
- Manufacturing
- Science, technology, engineering and mathematics
- Transportation, distribution and logistics

### I = Investigative

These people like to watch, learn, analyze and solve problems. Good career industries for Investigative people are:

- Health science
- Information technology
- Law, public safety, corrections, and security
- Science, technology, engineering and mathematics
- Education and training

### A = Artistic

These people like to work in unstructured situations where they can use their creativity. Good career industries for Artistic people are:

- Arts, A/V technology and communications
- Education and training
- Hospitality and tourism
- Human services
- Marketing, sales and service

### S = Social

These people like to work with other people, rather than things. Good career industries for Social people are:

- Arts, A/V technology, and communications
- Education and training
- Government and public administration
- Health sciences
- Human services
- Law, public safety, corrections and security
- Marketing, sales and service

### E = Enterprising

These people like to work with others and enjoy persuading and performing. Good career industries for Enterprising people are:

- Arts, A/V technology and communications
- Business, management and administration
- Finance
- Government and public administration
- Hospitality and tourism
- Law, public safety, corrections and security
- Marketing, sales and service

### C = Conventional

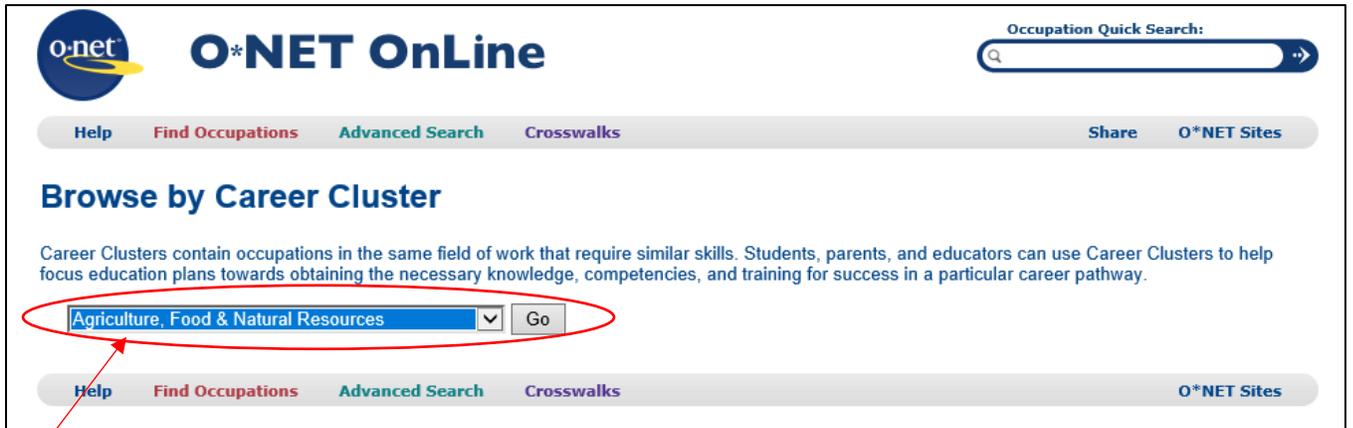
These people are very detail oriented, organized and like to work with data. Good career industries for Conventional people are:

- Architecture and construction
- Business, management and administration
- Finance
- Health science
- Manufacturing
- Marketing, sales and service
- Transportation, distribution and logistics

## O-NET

The O\*NET program is the nation's primary source of occupational information providing hundreds of occupational definitions to help students and job seekers understand today's world of work in the United States. Use the database to locate occupation matches based on your Career Cluster and Holland Code results. [www.ONETOnline.org](http://www.ONETOnline.org)

Career Clusters: <https://www.onetonline.org/find/career>



The screenshot shows the O\*NET OnLine website interface. At the top left is the O\*NET logo. To its right is the text 'O\*NET OnLine'. Further right is a search bar labeled 'Occupation Quick Search:'. Below the logo and search bar is a navigation menu with links: 'Help', 'Find Occupations', 'Advanced Search', 'Crosswalks', 'Share', and 'O\*NET Sites'. The main heading is 'Browse by Career Cluster'. Below this heading is a paragraph explaining Career Clusters. Underneath is a dropdown menu with 'Agriculture, Food & Natural Resources' selected, and a 'Go' button next to it. A red oval highlights this dropdown menu, and a red arrow points from the text below to it.

Select your top career clusters from the drop-down menu based on your assessment results.

Each will result in a list of occupational titles that relate to that Career Cluster. Clicking on any occupational title will link you to a full report which gives a comprehensive overview of that occupation including tasks, requirements, KSAs and values that are a match, technologies used, education and training required, and salary and job outlook information.

Five occupational job titles you are interested in exploring more:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



**O\*NET OnLine** Occupation Quick Search:

Help Find Occupations Advanced Search Crosswalks Share O\*NET Sites

### Browse by O\*NET Data

O\*NET Data descriptors are categories of occupational information collected and available for O\*NET-SOC occupations. Each descriptor contains more specific elements with data ratings.

Interests  Go

**Interests**  
Preferences for work environments and outcomes. Want to discover your interests? Take the [O\\*NET Interest Profiler](#) at My Next Move.

Select your top interest from the drop-down menu based on your Holland Code assessment results. On the next screen, select your next two highest interests from the drop-down menus.

### Interests Search for:

**Realistic** Save Table [\(XLS/CSV\)](#)

Selected occupations matching your chosen interest area are displayed below. Occupations are sorted by [Job Zone](#), to help you find occupations that match your current or expected level of education, training, and experience.

Have a three-letter interest code? You can focus your search by choosing up to three interest areas, to see the occupations which match your choices.

1st — Realistic (R) 2nd — None selected 3rd — None selected Go

Want to discover your interests? Take the [O\\*NET Interest Profiler](#) at My Next Move.

Once again, this will result in a list of occupational titles that relate to your specific combination of interests. Clicking on any of them will link to the comprehensive report.

Write five more job titles you are interested in exploring more. Pay special attention to any that are repeated from the Career Clusters list above.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_



## ASSESSMENT LIST

### My Colorado Journey

<https://app.mycoloradojourney.com/journey>

To use this free service, create an account and set up your unique profile. The platform will then generate personalized career and education recommendations based on your interests, abilities, desires, and stage of life. You'll also be connected to other resources from the State of Colorado.



### 16 Personalities

<https://www.16personalities.com>

This assessment starts with Myers-Briggs dichotomies and adds archetypes from Jungian theory as well as some from the Big Five. At the end, you'll be labeled with one of 16 personality types with cool names like "Mediator," "Commander" and "Defender." Most importantly, the test takes less than 12 minutes.



### Big Five Personality Test

<https://openpsychometrics.org/tests/IPIP-BFFM/>

This test divides people into five personality traits: openness, conscientiousness, extraversion, agreeableness, and neuroticism. The assessment identifies a preference out of the five and can help you identify learning styles as well as work preferences.

Big Five Personality Test

### Career Assessments from Minnesota State

<https://careerwise.minnstate.edu>

This survey lets you rate activities you enjoy, your personal qualities and school subjects you like. Then you can see which career clusters are a match for your interests. And this is another quick one, clocking in at 5 to 10 minutes.



### MyNextMove

<https://www.mynextmove.org>

This tool uses information from O\*Net, which is sponsored by the U.S. Department of Labor, to help determine your interests as they relate to work. Unlike the other tests, this one asks you how to rate how much you'd enjoy performing very specific work tasks like "building kitchen cabinets," or "laying brick"

MY NEXT MOVE

### Assessment.com

<https://www.assessment.com/>

More than 8 million people around the world have taken this assessment. "The reason people take the MAPP is to find their way in life," he says. It tells you what you love to do and what you don't love to do. Try it for free, you'll be matched with five potential careers.



### Career Fitter

[https://www.careerfitter.com/free\\_test/careerbuilder](https://www.careerfitter.com/free_test/careerbuilder)

This test will help give insight into your work personality, list fields you should consider and identify your core strengths applied in a work environment.



### 123 Test

<https://www.123test.com/>

This site provides a variety of free tests for personality, work values and IQ tests.



# **ACTION PLAN**

**Goal Setting and Action Planning**

## SMART GOALS

<b>Initial Goal</b>	Write the goal you have in mind.
<b>S SPECIFIC</b>	<b>What do you want to accomplish? Who needs to be included? Why is this goal important to you?</b>
	Answer today:
	Six Month Reevaluation:
<b>M MEASURABLE</b>	<b>How can you measure progress and know if you've successfully met your goal?</b>
	Answer today:
	Six Month Reevaluation:
<b>A ACHIEVABLE</b>	<b>Do you have the skills and resources to make this goal happen? Are there significant barriers you must consider?</b>
	Answer today:
	Six Month Reevaluation:
<b>R RELEVANT</b>	<b>What is the motivation for this goal? Is it aligned with my other priorities?</b>
	Answer today:
	Six Month Reevaluation:
<b>T TIME- BOUND</b>	<b>What is the deadline and is it realistic?</b>
	Answer today:
	Six Month Reevaluation:
<b>FINAL GOAL</b>	<b>Review what you have written and craft a new goal statement based on what the answers to the questions above have revealed.</b>

**ACTION PLAN**

This goal is important because:

The benefits of achieving this goal will be:

**Specific Action Steps: *What steps need to be taken to get you to your goal?***

Order	Step	Tools/Resources Needed	Who Will Help?	Potential Obstacles	Potential Solutions	Deadline

One thing I can do today is:

One more thing I will accomplish this week is:

## MOTIVATION TO MAKE A CHANGE

As long as your fear remains greater than either the pain of staying in your current situation or the desire for something better, you will not make a change. To increase your motivation to make a change, you must increase desire for the change, decrease fear around the change, and/or increase the pain of staying the same.



Below, list your desires related to getting a job or establishing your career path – what are you going to get out of making a change in this area. Then, write what your fears are – the things that hold you back. Finally, list your pain – those things in your current situation or soon-to-be future which you want to avoid (consider the question: “What will life look like in FIVE YEARS if I do not make this change?”)

My Desires	My Fears	My Pain

I can decrease my fear by:

I can increase my desire by:

I am aware of my pain when:

# **JOB SEARCH**

**Occupation, Job and Company**

## JOB SEARCH ANALYSIS

### JOB SEARCH ANALYSIS FORM

O*Net Title	O*Net Code
Reported Job Titles	

Job Details – Fill in the chart for each of the tasks.

Tasks	Have I Done This Before?	Specific Example

Technology Skills – List the categories and all the software you have used from each category.

Category	Software Used

List the KSAs that you have which are listed in the report.

Knowledge	Skills	Abilities

## Work Activities and Detailed Work Activities

- Do you have experience with all the work activities and detail work listed? If you are missing any, write them in the box below.
- Are you able to handle everything listed in the Work Context Section? If not, list it below.

Missing Skill	How Can You Gain This Skill?

Interests (Holland Codes/RIASEC): Do they match you?

<b>Listed</b>			
<b>Mine</b>			

List all the work styles and values that align with your styles and values	List those that don't match

List related occupations that you would consider.

Salary Range:	Can this job meet my financial requirements?	Job Outlook:

<p><b>Companies that have this position:</b></p>
--

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<p><b>Companies that have this position:</b></p>
--

## INFORMATIONAL INTERVIEW

### Script for Setting up the Informational Interview

Hello \_\_\_\_\_ my name is \_\_\_\_\_. How are you doing today?

I came across your information through (*contact name*) \_\_\_\_\_ or (*your profile on LinkedIn*) and I am contacting you today to see if you would be willing to arrange a time to have a short conversation. I am currently exploring new career opportunities and would value your advice on working in[*area/industry/position*].

Would you like to meet in person or over the phone for our conversation? What day and time is best for you? Let me confirm, we are talking on \_\_\_\_\_ at \_\_\_\_\_, and we are going to meet at \_\_\_\_\_.

Thank you \_\_\_\_\_ for your time. I look forward to talking with you on \_\_\_\_\_.

### Suggested Questions for an Informational Interview

- What are the typical job requirements and responsibilities for this job?
- What education, skills, or certifications are needed or helpful for this field?
- How much experience in a related field is required to do well in this job/profession? What seems to be the best background experience?
- What is a typical day, week, month, and/or year like? Best times and worst times? Why?
- Do you work standard business hours or is there overtime/weekends?
- What do you like best about this career field? What are the disadvantages?
- What personal traits does it take to be successful in this field?
- How rapidly is this field growing? What (element, job, or employer) seems to be growing the fastest?
- Where do you see the technology in this field having the greatest impact?
- Which employers are the "best" employers for someone starting in this field? Why?
- What schools, training, or certifications seem to be preferred by most (or the best) employers?
- What is required for success in this job/profession? How is it measured?
- Why do people fail in this job/profession? Why do people succeed?
- What is the typical starting salary for a beginner in this field? What are typical benefits?
  - Someone with five or more years of experience? OR
  - What is a reasonable annual salary to expect for someone at your level? Are there any additional compensation elements that are standard (e.g. annual bonus, commission, tuition, etc.)?
- What is the impact on personal life? Does this field have a good work/life balance?
- Are there any specific networking groups or professional associations you recommend to learn more about this industry?
- How is the organization structured? (Look for divisions, departments, or other sub-groups.)
- How would you describe the "corporate culture"?
- How does someone get promoted? Is there a clear process?
- Do people receive annual raises? More often? Less often? If receiving a raise is not based on time – what determines when a raise happens?
- How much of the work done by this organization is off-shore or out-sourced? What specific parts of the work are done by another organization? Is this a growing tendency?
- Who are the biggest competitors? Most threatening competitors? How are they different? (These competitors could possibly be other employers for you to consider)
- Is there anything else you think would be helpful for me to know?
- Is there anyone else you can recommend I speak with?

## CONNECTING COLORADO

**Connecting Colorado** is the state-wide database used by all workforce centers to connect job seekers and employers. The website allows you to set up a profile that includes your resume, skill sets, and career preferences. You can search and apply for jobs, save job search criteria, tag favorite jobs you want to apply for, and Connecting Colorado will send you leads that match with your skills and interests. Workforce centers around the state also market their events on the platform, so you can learn about these opportunities as well as career-based workshops in your area.

connectingcolorado.com

The screenshot displays the user interface of the Connecting Colorado website. On the left, a teal sidebar lists eight features, each with a numbered callout: 1. JOB SEARCH, 2. JOB ALERTS, 3. SAVED SEARCHES, 4. FAVORITE JOBS, 5. ANNOUNCEMENTS & EVENTS IN YOUR AREA, 6. MY EVENT CALENDAR, 7. IMPROVED FUNCTIONALITIES, and 8. MY TOOL BOX. The main content area shows a user profile for John Smith, a search bar, job alerts (including 'Sr Manager, Software Applications Engineering' and 'Sales Operations Analyst'), announcements (such as 'Denver Workforce Centers are closed today'), and an event listing for 'ENCORE Career Fair' on 10/27/2016. The interface includes navigation menus, search filters, and a 'Log Out' button.

1

## JOB SEARCH

Job Search Toolbar allows you to search right from your personal profile.

### JOB SEARCH

Job Title, Keyword, Job #      Location      Job Type      Employer Industry      Search

2

## JOB ALERTS

Job Alerts combine your automated job match and saved searches in one easy to view location. If you don't see any jobs, be sure to search, then save your search.

### JOB ALERTS

**Auto Matched**  
 Oct 3 - Sr Manager, Software Applications Engineering  
 261435 | Denver | \$65,800 yr  
 Performs variety of activities in support of functional areas for a specific project/technical unit or business function...

**Search Match**  
 Oct 3 - Business Analyst II  
 549837 | Broomfield | Wage Undisclosed  
 Reviews problems and opportunities. Senior Analyst II will be embedded within the line of business providing in-depth...

**Auto Matched**  
 Sep 24 - Sales Operations Analyst  
 613704 | Highlands Ranch | Negotiable  
 Develop ad hoc business intelligence reporting to assist management team in driving critical business actions...

[View More Job Alerts >](#)

3

## SAVED SEARCHES

Customize your job search experience so you can find the jobs that best fit your criteria.

Save this Job Search

WEB DESIGNER, DENVER

You already have 3 searches saved.  
 You will need to first go to your saved search list to delete one, then you can save this search.

Cancel      [Go To Saved Searches](#)

4

## FAVORITE JOBS

Favorite Jobs allow you to save the jobs you want to review to easily find them later.

### FAVORITE JOBS

DATE	TITLE	JOB #	LOCATION
<input type="checkbox"/> Select All	<input type="checkbox"/> Delete		
<input type="checkbox"/> Jan 26	Materials Engineer	7269124	DENVER
	Summary The Materials Engineer requires a knowledge of concepts and principles on laboratory test procedures.		
<input type="checkbox"/> Jan 24	Information Security Senior An	7266186	LAKewood
	Requisition Number: 16-0092 Post Date: 1/23/2018 Title: IT Professional		

5

## ANNOUNCEMENTS & EVENTS IN YOUR AREA

These new features give you an easy to find feed of the latest news and job fairs happening in your area.

### ANNOUNCEMENTS

None at this time

### EVENTS IN YOUR AREA

**JOB FAIR** Path to Payday Feb. Job Fair!  
 Register for the Event Now @  
<https://feb21-pathtopayday.eventbrite.com>

[Add to My Event Calendar >](#)  
[View More Event Information >](#)

6

## MY EVENT CALENDAR

My Event Calendar helps you save all the events you are interested in to your calendar.

MY EVENT CALENDAR

4 January      February 2018      March >

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

7

More easily update your profile, job match, saved search, and more with improved navigation.

8

Tools right at your fingertips. Access top items from your toolbox right from your profile page.



Connecting Talent with Opportunity

## MORE HELPFUL RESOURCES FOR JOB SEARCH & EMPLOYER RESEARCH

[CareerBuilder](#) – will match jobs to your resume keywords. Their *Hire Insider* tool also gives a detailed report of how you compete with other applicants.

[CareerLeak](#) – job reviews: research employers and companies. Discover salary, interview tips, and job descriptions of thousands of companies.

[CorporateInformation](#) – a resource for researching companies and industries in the United States and around the world. Search for company and industry information. More than 350,000 company profiles.

[Glassdoor](#) - search jobs then look inside. Company salaries, reviews, interview questions, and more – all posted anonymously by employees and job seekers.

[GovtJobs](#) - find and apply for government jobs with state and local governments including city, county, and state public agencies.

[HealthCareJobs](#) – medical companies are looking for healthcare professionals like you. Browse nursing jobs, hospital jobs, and much more to start improving your career.

[Job Search Intelligence](#) - a great salary research tool for jobseekers, with a comprehensive set of questions to provide accurate compensation data.

[Indeed](#) - search millions of jobs online to find the next step in your career. Tools for job search, resumes, company reviews and more.

[LinkedIn](#) - it scrapes thousands of jobs from company career pages, top job boards, classifieds. Some employers also post openings there directly.

[Monster Jobs](#) – search for jobs, read career advice from Monster's job experts, and find hiring and recruiting advice.

[USAjobs](#) – is the U.S. government's answer to the best job boards. It lets you search more than 2.7 million federal positions in any career you can imagine.

[ZipRecruiter](#) – boasts over 8 million jobs. While the one-click application saves time, customizing your resume to each new job will get more interviews.



## JOB SEARCH-RELATED GOALS

### Ensure personal needs are in place.

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Housing         | <input type="checkbox"/> Support groups     | <input type="checkbox"/> Child support arrangements |
| <input type="checkbox"/> Transportation  | <input type="checkbox"/> Treatment          | <input type="checkbox"/> Telephone number           |
| <input type="checkbox"/> Health services | <input type="checkbox"/> Childcare          | <input type="checkbox"/> Access to computer         |
| <input type="checkbox"/> Clothing        | <input type="checkbox"/> Family connections | <input type="checkbox"/> Professional Email address |

### Obtain vital records for employment. Do I have my documents in a soft format, organized, and stored electronically?

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> ID or Driver's License | <input type="checkbox"/> Alien Information           | <input type="checkbox"/> Certificates/Diploma        |
| <input type="checkbox"/> Birth Certificate      | <input type="checkbox"/> Letter of incarceration     | <input type="checkbox"/> Self-assessment information |
| <input type="checkbox"/> Social Security Card   | <input type="checkbox"/> Other proofs of identity    | <input type="checkbox"/> Professional Reference list |
| <input type="checkbox"/> Veterans Documents     | <input type="checkbox"/> Transcripts (if applicable) |  |

### Be Prepared for

- Drug Testing

### Check reports (know what is on it)

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Criminal Background Info (CBI) | <input type="checkbox"/> Motor Vehicle Report | <input type="checkbox"/> Credit History |
|---|---|---|

### Job and Labor Market Research

Identify jobs that you are interested in and will lead you to your ultimate goal. Research the following information for those jobs:

- Annual salary (Will it meet my needs?)
- Job outlook (Is this a growing field/can I find jobs in this field?)
- I know companies that offer that job and locations
- I have the education needed for that job (Do I need more education?)
- Do I need a special certificate or license?
- I have the experience needed – type and duration
- I have the skills needed (Which skills do I need to work on obtaining/strengthening?)
- I understand the hiring process
- I know the contact person with hiring authority

### Develop Your Network to Find Those Hidden Jobs

Think of all the people you already know—you have probably built a network without even trying!

- Identify people who may have expertise in, contact with, or knowledge of your field of interest.
- Establish and update LinkedIn account
- Participate in Job Development at the Workforce Center (see the front desk with questions.)

### Finding Jobs

- What job search engines post jobs you are qualified and interested in?
- Research company websites to locate opportunities, apply directly
- Establish and update Connecting Colorado account
- Utilize the Adams County Open Job List

### Applying

- Set a weekly application goal. I am going to complete \_\_\_\_\_ applications each week.
- Print job description and target your resume
- Track all applications to employers

**Follow Up** Wait a reasonable time for your original “application” to be received and then follow up.

## JOB SEARCH ACTION PLAN

**Career-related SMART goal:**

Order	Step	Tools/ Resources Needed	Who Will Help?	Potential Obstacles	Potential Solutions	Deadline
1.	Personal and Soft Skills Analysis					
2.	Identify Job Target and Career Path					
3.	Conduct Research					
4.	Conduct Informational Interviews with Companies/Individuals					
5.	Create Master Resume					
6.	Complete and Update Your Connecting Colorado Profile					
7.	Make a Plan to Obtain Any Missing Skills and Begin Working on It					
8.	Identify the "Best" Strategic Job Search Approach for You and Create a Schedule					
9.	Identify and Research Companies that Hire for Your Job					
10.	Target Resume and Apply to _____ Jobs per Week					
11.	Follow Up on All Applications					
12.	Interview					
13.	Accept a Position					

One thing I can do today is:

One more thing I will accomplish this week is:

# **TAKE ACTION**

**Application, Resume,  
and Cover Letter**

## MASTER APPLICATION WORKSHEET

### Personal Information

Full Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone#: \_\_\_\_\_

Current Job Target \_\_\_\_\_

Long-term Career Goal (5-10 years) \_\_\_\_\_

### Work History

*(Start with most recent and work backward. Unpaid positions can be considered as work experience.)*

**1. Job Title:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Dates: From \_\_\_\_\_ To: \_\_\_\_\_

Salary: Starting \_\_\_\_\_ Ending: \_\_\_\_\_

Describe what you did at this job: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**2. Job Title:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Dates: From \_\_\_\_\_ To: \_\_\_\_\_

Salary: Starting \_\_\_\_\_ Ending: \_\_\_\_\_

Describe what you did at this job: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**3. Job Title:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Dates: From \_\_\_\_\_ To: \_\_\_\_\_

Salary: Starting \_\_\_\_\_ Ending: \_\_\_\_\_

Describe what you did at this job: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**4. Job Title:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Dates: From \_\_\_\_\_ To: \_\_\_\_\_

Salary: Starting \_\_\_\_\_ Ending: \_\_\_\_\_

Describe what you did at this job: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

**5. Job Title:** \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Phone#: \_\_\_\_\_

Dates: From \_\_\_\_\_ To: \_\_\_\_\_

Salary: Starting \_\_\_\_\_ Ending: \_\_\_\_\_

Describe what you did at this job: \_\_\_\_\_

\_\_\_\_\_

Reason for Leaving: \_\_\_\_\_

## Education & Training

### 1. High School/GED:

Educational Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

Year Graduated/GED Received or Number of Years Completed: \_\_\_\_\_

What were your best subjects: \_\_\_\_\_

Honors/Awards/Accomplishments: \_\_\_\_\_

Clubs/Organizations: \_\_\_\_\_

### 2. College/Vocational Program:

Educational Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

Degree/Certificate/License Earned: \_\_\_\_\_

Year Graduated/# of Years Completed/# of Credits Earned: \_\_\_\_\_

Honors/Awards/Accomplishments: \_\_\_\_\_

Clubs/Organizations: \_\_\_\_\_

### 3. College/Vocational Program:

Educational Institution Name: \_\_\_\_\_

Address: \_\_\_\_\_

Degree/Certificate/License Earned: \_\_\_\_\_

Year Graduated/# of Years Completed/# of Credits Earned: \_\_\_\_\_

Honors/Awards/Accomplishments: \_\_\_\_\_

Clubs/Organizations: \_\_\_\_\_

## Other Information

Date Available to Start Work: \_\_\_\_\_

Availability: Part-time Yes / No

Full-time Yes / No

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
From:							
To:							

# RESUME

## FUNCTIONAL RESUME HEADING IDEAS

- |                      |                         |                        |
|----------------------|-------------------------|------------------------|
| Accounting           | Inspecting              | Program Development    |
| Administration       | Instruction             | Program Evaluation     |
| Advertising          | Interviewing            | Publicity              |
| Architecture         | Investigation           | Public Relations       |
| Bookkeeping          | Investment              | Public Speaking        |
| Career Development   | Layout                  | Purchasing             |
| Communication        | Leadership/Management   | Research               |
| Community Affairs    | Marketing               | Resource Development   |
| Relations Counseling | Market Research         | Retailing              |
| Customer Relations   | Materials Handling      | Sales                  |
| Customer Services    | Media Productions       | Scheduling             |
| Data Processing      | Medical Service Office  | School Work            |
| Drafting             | Clerical                | Supervision            |
| Editing              | Organization            | Systems and Procedures |
| Education            | Personnel               | Teaching               |
| Event Planning       | Planning                | Testing                |
| Finance              | Political/Public Action | Training               |
| Fund Raising         | Presentation            | Volunteer Management   |
| Graphic Design       | Printing                | Writing                |
| Group Work           | Production              | Youth Counseling       |
| Human Services       | Product Development     |                        |

Write functional headings below that might be useful for your resume. They should reflect skill sets that you have used in the past that will apply to the job/career path you are targeting.


## WRITING ACCOMPLISHMENT STATEMENTS

<b>Verb + Task/Duty/Skill+ Benefit/Impact + Number + (Validation)= Accomplishment</b>
---

### Accomplishment Statement Examples:

#### MANAGEMENT & LEADERSHIP

- Recruited, interviewed, and trained over 1000 volunteers for non-profits
- Increased volunteer base from 50 to 125 saving the facility over \$100,000

#### ADMINISTRATIVE

- Monitored and ordered supplies and equipment for main office, 10+ programs and three divisions
- Answered multi-line phone system for 200+ staff, addressing customer service inquiries, managing complaints, redirecting calls and screening news tips for reporters and editors

#### CASE MANGEMENT

- Managed 100-120 active case for nationally recognized nonprofit mentoring program
- Recruited, interviewed, trained, evaluated and supervised adult/youth matches

#### EVENT PLANNING

- Coordinated logistics and speakers for training sessions and recognition events of up to 500 people
- Assisted staff with preparation for events: developing marketing materials, providing administrative support, coordinating, scheduling and training staff, setting up and cleaning up after events

- Fill in tasks you completed, duties you were responsible for, or skills you have in the first blank below.
- Add descriptive words to tell “how well” you performed, or share examples that describe the positive impact you made for your employer.
- Quantify and/or validate whenever possible.
- Make sure you have a strong verb to start each statement with.
- Put it all together to craft your accomplishment statement.

Task/Duty/Skill	Benefit/Impact Who? How?	Add numbers to Quantify	Pick or Strengthen Verb
<b>Put it Together:</b>			
Task/Duty/Skill	Benefit/Impact Who? How?	Add numbers to Quantify	Pick or Strengthen Verb
<b>Put it Together:</b>			
Task/Duty/Skill	Benefit/Impact Who? How?	Add numbers to Quantify	Pick or Strengthen Verb

<b>Put it Together:</b>			
Task/Duty/Skill	Benefit/Impact Who? How?	Add numbers to Quantify	Pick or Strengthen Verb
<b>Put it Together:</b>			
Task/Duty/Skill	Benefit/Impact Who? How?	Add numbers to Quantify	Pick or Strengthen Verb
<b>Put it Together:</b>			
Task/Duty/Skill	Benefit/Impact Who? How?	Add numbers to Quantify	Pick or Strengthen Verb
<b>Put it Together:</b>			
Task/Duty/Skill	Benefit/Impact Who? How?	Add numbers to Quantify	Pick or Strengthen Verb
<b>Put it Together:</b>			
Task/Duty/Skill	Benefit/Impact Who? How?	Add numbers to Quantify	Pick or Strengthen Verb
<b>Put it Together:</b>			
Task/Duty/Skill	Benefit/Impact Who? How?	Add numbers to Quantify	Pick or Strengthen Verb
<b>Put it Together:</b>			

## POWER VERBS

### Planning:

Example: Developed and implemented a new computer filing system that reduced paper use by 35%.

Administered	Developed	Formulated	Prepared	Revised
Anticipated	Devised	Identified	Prioritized	Strategized
Commissioned	Evaluated	Observed	Researched	Studied
Determined	Forecasted	Planned	Reserved	Tailored

### Organizing:

Example: Coordinated weekly office schedules for 8 employees ensuring consistent coverage and smooth workflow.

Acquired	Cataloged	Designated	Logged	Routed
Activated	Centralized	Designed	Mapped out	Scheduled
Adjusted	Charted	Dispatched	Neatened	Selected
Allocated	Classified	Established	Obtained	Secured
Altered	Collected	Facilitated	Ordered	Simplified
Appointed	Committed	Housed	Organized	Sought
Arranged	Confirmed	Implemented	Procured	Straightened
Assembled	Contracted	Incorporated	Programmed	Suggested
Assessed	Coordinated	Instituted	Recruited	Tracked
Assigned	Customized	Issued	Rectified	
Authorized	Delegated	Linked	Retrieved	

### Executing:

Example: Handled 20-35+ customer calls per shift regarding coverage changes, renewal rates and billing procedures.

Acted	Displayed	Input	Processed	Sold
Administered	Distributed	Installed	Produced	Stocked
Carried out	Entered	Labored	Proofed	Transacted
Collected	Exercised	Merchandised	Prospected	
Completed	Forwarded	Operated	Proved	
Conducted	Handled	Performed	Shipped	

### Supervising:

Example: Developed and implemented a training program that resulted in a 45% increase in employee satisfaction.

Adjusted	Correlated	Indexed	Overhauled	Screened
Analyzed	Developed	Judged	Oversaw	Set
Apportioned	Discovered	Licensed	Policed	Scrutinized
Assessed	Established	Maintained	Prohibited	Supervised
Certified	Examined	Measured	Refined	Supplied
Compared	Explored	Modified	Regulated	Tightened
Controlled	Graded	Monitored	Reviewed	Traced
Corrected	Inspected	Officiated	Revised	Updated

### Problem Solving:

Example: Streamlined ordering using computer technology, decreasing wait time from six days to two.

Alleviated	Created	Engineered	Remedied	Satisfied
Analyzed	Debugged	Foresaw	Remodeled	Solved
Brainstormed	Decided	Formulated	Repaired	Synthesized
Collaborated	Deciphered	Found	Revamped	Theorized
Conceived	Detected	Investigated	Revitalized	
Conceptualized	Diagnosed	Recommended	Revived	

## Leading

Example: Trained 20+ new employees in customer service policies over a 2-year period.

Accelerated	Elected	Guided	Mentored	Spearheaded
Assumed	Employed	Hired	Motivated	Stimulated
Caused	Empowered	Influenced	Originated	Strengthened
Chaired	Encouraged	Initiated	Pioneered	Supervised
Changed	Enlisted	Inspired	Promoted	Trained
Conducted	Envisioned	Involved	Raised	Transformed
Directed	Fostered	Led	Recognized for	Visualized
Disproved	Founded	Managed	Set goals	

## Getting Results:

Example: Increased student participation by 25% over a 6-month period.

Accomplished	Contributed	Expanded	Increased	Overcame
Achieved	Delivered	Expedited	Innovated	Prevailed
Added	Demonstrated	Extended	Integrated	Produced
Advanced	Diminished	Finalized	Introduced	Qualified
Attained	Earned	Fulfilled	Invented	Realized
Augmented	Eclipsed	Gained	Joined	Received
Boosted	Eliminated	Generated	Launched	Reduced (losses)
Built	Enlarged	Grew	Lightened	Rejuvenated
Combined	Enjoyed	Guaranteed	Minimized	Renovated
Completed	Enlisted	Hastened	Obtained	Restored
Consolidated	Ensured	Heightened	Opened	Targeted
Constructed	Excelled	Improved	Orchestrated	Uncovered

## Quantitative:

Example: Converted files from COBAL to JAVA in order to increase compatibility with current systems.

Accounted for	Checked	Dispensed	Increased	Quantified
Appraised	Compiled	Dispersed	Inventoried	Rated
Approximated	Compounded	Earned	Maximized	Reconciled
Audited	Computed	Enumerated	Multiplied	Recorded
Balanced	Conserved	Figured	Netted	Reduced
Budgeted	Converted	Financed	Profited	Tabulated
Calculated	Counted	Grassed	Projected	Totaled

## Helping:

Example: Provided support for 30+ at-risk primary school students through comprehensive after-school programs.

Aided	Continued	Enhanced	Prescribed	Served
Accommodated	Cooperated	Enriched	Provided	Sustained
Advised	Counseled	Familiarized	Protected	Tutored
Alleviated	Dealt	Helped	Rehabilitated	Validated
Assisted	Eased	Interceded	Relieved	
Assured	Elevated	Mobilized	Rescued	
Bolstered	Enabled	Modeled	Returned	

## Communicating:

Example: Presented to groups of 30 + students on a weekly basis concerning university policies and procedures.

Acted	Concluded	Greeted	Presented	Solicited
Adapted	Convinced	Highlighted	Publicized	Submitted / Wrote
Admitted	Consulted	Illustrated	Queried	Substantiated
Addressed	Corresponded	Improvised	Questioned	Suggested
Allowed	Critiqued	Indicated	Referred	Summarized
Amended	Dedicated	Inferred	Reinforced	Supplemented
Arbitrated	Defined	Informed	Related	Supported
Argued	Deliberated	Instructed	Rendered	Surveyed
Argued	Demonstrated	Interpreted	Reported	Synthesized
Ascertained	Drafted	Interviewed	Represented	Systemized
Attested	Dramatized	Justified	Revealed	Tested
Briefed	Edited	Lectured	Sanctioned	Taught
Clarified	Educated	Marketed	Settled	Translated
Cleared up	Elicited	Mediated	Shaped	Transmitted
Closed	Explained	Moderated	Smoothed	Verified
Communicated	Extracted	Negotiated	Specified	Welcomed
Composed	Fabricated	Perceived	Spoke	
Consented	Fashioned	Persuaded	Sold	

## STEPS TO TARGET YOUR RESUME

1. Read the job description and highlight key words and requirements.
2. Conduct company research noting repeated terms and company mission.
3. Fill out the Resume Targeting Form.
4. Open your Master Resume and resave it with a new name for your Targeted version (i.e. Kaiser Patient Representative I).
5. Delete anything that does not apply and add any missing accomplishment statements. *(Add any new accomplishments to your Master for future use.)*
6. Ensure category titles relate to the job and are in order of greatest relevancy. List accomplishments in the order of the job description.
7. Make good use of white space while striving for a one-page resume.
8. Proofread, proofread, proofread – Use the Resume Checklist.
9. Save the final targeted version as a PDF to use in the application process.

## RESUME TARGETING FORM

**Job Title:**

**Company:**

What the Job Listing Says	Is this true for me?	Is this in my resume?
Job Posting (Site and Job Number or Link):		
Educational Requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Experience Requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certification Requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Required Qualifications	Is this true for me?	Is this in my resume?
Qualification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No: Example to include: .
Qualification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No: Example to include:
Qualification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No: Example to include:
Qualification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No: Example to include:
Preferred Qualifications	Is this true for me?	Is this in my resume?
Qualification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Qualification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>List any missing skills or experience</b>		

Hiring Manager's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date Applied: \_\_\_\_\_ Date to Follow-Up: \_\_\_\_\_

**Job Title:**

**Company:**

What the Job Listing Says	Is this true for me?	Is this in my resume?
Job Posting (Site and Job Number or Link):		
Educational Requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Experience Requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Certification Requirements:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Required Qualifications	Is this true for me?	Is this in my resume?
Qualification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No: Example to include:
Qualification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No: Example to include:
Qualification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No: Example to include:
Qualification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No: Example to include:
Preferred Qualifications	Is this true for me?	Is this in my resume?
Qualification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
Qualification:	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
List any missing skills or experience		

Hiring Manager's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date Applied: \_\_\_\_\_ Date to Follow-Up: \_\_\_\_\_

## FUNCTIONAL OR CHRONOLOGICAL RESUME

Utilize the table below to help you identify which resume format is right for you:

Scenario	Chronological	Functional
Employer or recruiter requires a chronological resume format.	✓	
Worked in the same field for several years in positions with increasing responsibility. Now looking for an advancement position in the same field.	✓	✓
Worked in the same position with the same company for 10 years or more.		✓
Applying for a position after a 2-year or more gap in employment.		✓
New graduate or not much work experience.		✓
Changing careers or industries.		✓
Extensive work history in the same position, but with different companies.		✓

## PROFILE STATEMENT

Position title you are targeting: \_\_\_\_\_

Your years and/or level of experience: \_\_\_\_\_

Area of your focus that relates to this position: \_\_\_\_\_

Descriptive words that communication hard and/or soft skills you have that relate to key responsibilities for this position (*consider the key words and phrases you have identified on the job description*):

\_\_\_\_\_

One way you can positively impact their bottom line: \_\_\_\_\_

(*example: increase customer loyalty, increase profit, decrease loss, achieve organizational goals, etc.*)

**Put it together:** you can utilize the following template as a possible approach to your targeted profile statement (*be sure you consider your professional identity statement and unique selling points to ensure consistent branding - see the MARKETING section of this workbook.*):

\_\_\_\_\_ (*descriptive word*) \_\_\_\_\_ (*position title*) professional

with \_\_\_\_\_ (*years/level of experience*) who focuses on \_\_\_\_\_

(*area of focus*) by/with \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ (*skills/ descriptive*

*words*) to help achieve \_\_\_\_\_ (*positive impact*).

## RESUME CHECKLIST

### Heading

- Contact information is up to date
- Professional email

### General Content

- Arrange sections to highlight how you best meet the employer's needs
- Personal pronouns should be excluded (*no I, me, we, etc.*)
- Writing should be clear and concise – all information is true and accurate
- Include industry or company terminology
- Don't include irrelevant or controversial information
- Don't tell the employer what you want
- Never include references or state "References available upon request" – create a separate reference sheet
- Be sure formatting is consistent. (Save the final document as a PDF to maintain formatting)



### Profile

- Describe strengths as related to the job description
- Is concise, future focused, and employer focused

### Summary of Qualifications

- Written as accomplishment statements with real life examples that are quantified as much as possible.
- May list accomplishments in categories

### Work History (Functional)

- Jobs listed in reverse chronological order (most recent first): **Job Title | Company | City, State | Dates (Month/Year)**

### Education

- ✓ Most relevant or highest listed first
- ✓ List education that is complete and directly related to the job
- ✓ Do not put dates on completed education
- ✓ Include high school diploma or equivalent if the job description asks for it (even with higher education).

### Formatting

- Length should be one page (*should not exceed two pages*)
- Use 10 – 12 point font that is easy to read
- Margins can be 0.5 inches all the way around
- Information should be easy to follow with information that is easy to find
- Layout should be easy to follow and information easy to find
- Consistent formatting – bold, underline and italics to emphasize/deemphasize and bullets/indents to organize
- Balance the page between text and white space – distribute content evenly
- Format should be professional and original (*no templates!*)
- Appearance should be neat and clean – no errors
- No graphics or pictures
- Be careful with abbreviation and acronyms – Always spell them out in the first use

### Proofreading

- Correct grammar
- Stay consistent with tenses (past tense recommended) and use Power Verbs
- Proofread, proofread, proofread – typos will get you tossed – read from the bottom up

## REFERENCES

### Who can I use for a reference?

- ◆ **Former Employer** – can provide the best insight into your work ethic.
- ◆ **Colleague** – can speak about things you worked on together and what you achieved as a team.
- ◆ **Teacher** – can provide a really strong reference and will be able to talk about the skills you picked up during their course, as well as your personal character.
- ◆ **Mentor** – can talk about how you've grown into the professional you are today.
- ◆ **Supervisor** – someone who supervised you but wasn't necessarily your boss. This could be a supervisor from another department, a volunteer project, an internship, or some other extracurricular activity.

1. Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone#: \_\_\_\_\_

Relationship: \_\_\_\_\_

2. Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone#: \_\_\_\_\_

Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_

Title: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone#: \_\_\_\_\_

Relationship: \_\_\_\_\_

## COVER LETTER

### COVER LETTER QUESTIONS TO ANSWER

#### Do I need a cover letter?

- **YES if... they require it.**
- **YES if... I have a great cover letter:**
  1. It is targeted for this job and this employer.
  2. It explains why I am a great candidate by highlighting specific examples that show I have made a positive impact for previous employers using skills or performing tasks that are similar to those required by the job I am applying for.
  3. There are ZERO errors on it.

Heading matches the resume

Today's date

Your Addressee's Name *(if you have it)*  
Professional Title *(Hiring Manager if you're not sure)*  
Organization Name  
Mailing Address  
City ST, Zip

Dear First and Last Name:

Start your letter with a grabber – a statement that establishes a connection with your reader, a probing question, or a quotable quote. Briefly say what job you are applying for and include an accomplishment that will make the reader want to read more.

The mid-section of your letter should be one or two short paragraphs that show real-life examples of your qualifications that relate to the job you are applying for. Focus on impact and value here. You should not repeat your resume! You may incorporate a column or bullet-point format.

Your final paragraph should leave a great lasting impression. State an accomplishment that reminds the employer of the value you will bring if hired. Then, initiate action by requesting a call back for an interview or stating you will follow up with the employer and by when.

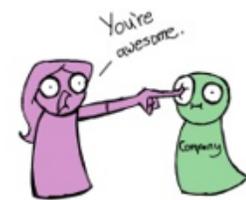
Sincerely yours,

*Your handwritten signature*

Your name (typed)

Enclosure: resume

### All Cover Letters in a Nutshell



## COVER LETTER CHECKLIST

### Heading

- Contact information is up to date.
- Professional email.

### Address Block

- First and last name of person hiring for position is included, when possible.
- Title of person hiring is included, or appropriate alternative such as “Hiring Manager.”
- Company name, full address, and city, state & zip are all included.

### Introductory Paragraph

- Position title is listed in first few sentences.
- Some strategy is used to create a connection/build interest for the reader.
  - ✓ An accomplishment statement is stated that relates directly to the job.
  - ✓ An interesting fact about the company, field, or position followed by a related accomplishment.
  - ✓ A current event related to the company or industry followed by a related accomplishment.
  - ✓ Using the name of a reputable contact who referred you.
  - ✓ Your passion for the work – focusing on how your values align with theirs.

### Argument Paragraph(s)

- 3-4 key skills are highlighted with real-life examples that communicate what you did, how well you did it, and the positive outcome that came from you doing it.
- The key skills are all directly connected to the job applied for.
- Transferrable skills are highlighted if needed and linked explicitly to the job applied for.
- Language used in letter mirrors the job description using appropriate industry-specific keywords.
- A statement is included communicating why you want this job and to work for this employer. Specifically.

### Concluding Paragraph

- Re-emphasizes why you are a great candidate for the position.
- Communicates your interest and enthusiasm for the position in an employer-focused statement.
- Asks for an interview or states you will follow up to set up an interview.
- Is followed by an appropriate closing and your typewritten name.

### Formatting

- Business letter format is used.
- Length should be one-half to two-thirds of a page.
- Basic formatting styles and font matches resume.
- Paragraphs are short and easy to read.
- Words and phrases are not repeated throughout letter.
- Letter does not restate/repeat resume.
- Appearance should be neat and clean – no errors.
- Be careful with abbreviation and acronyms – always spell them out in the first use.

### Proofreading

- Correct grammar, punctuation, and spelling.
- Complete sentences that are not run-ons.
- Paragraphs flow from one to the next.
- Letter is in first-person, verb tense is appropriate for context.
- Proofread, proofread, proofread – typos will get you tossed.
- Letter is targeted for a specific job and is not a “form letter.”



# MARKETING & NETWORKING

## BRANDING

### CREATE YOUR PROFESSIONAL IDENTITY

**Expertise** – What is your area of expertise? \_\_\_\_\_

*Examples:*

Administrative	Construction	Cust Service	Education	Engineering	Food Service
Health Care	Logistics	Management	Retail	Sales	Warehouse

**Level** – There are varying levels in any occupation. What is yours? \_\_\_\_\_

*Examples:*

Apprentice	Assistant	Associate	Executive	Expert	Front-line
Manager	Mid-level	Professional	Proficient	Representative	Supervisor

**Quality** – What positive quality can you talk about that makes employers want to hear more?

\_\_\_\_\_

*Examples:*

Accurate	Analytical	Consistent	Creative	Detailed	Efficient
Enterprising	Experienced	Focused	Organized	Skilled	Supportive

**Put it all together now:**

\_\_\_\_\_

*Examples:*

- Experienced Marketing Assistant
- Creative Design Professional
- Efficient IT Director
- Nurturing Registered Nurse
- Skilled Sales Associate
- Safety-focused Plumbing Apprentice

### CREATE YOUR UNIQUE SELLING POINTS

**STEP 1:** Understand the unique needs of your occupation, industry, and targeted employer.

- How? By conducting research! Analyze the job description, carefully review the company website, read industry journals, become a member of an organization in your field of expertise.

Three key needs relevant to my occupation, industry or targeted employer that I have the skill to focus on.		

**STEP 2: Then determine how you can help:**

Consider the following three elements:

- ◆ **Feature:** A tangible characteristic
- ◆ **Benefit:** Who does this help?
- ◆ **Impact:** How does this impact the bottom line.

Feature	Benefit	Impact
Proficient in Word, Excel and PowerPoint	I can hit the ground running and use technology to be more proficient.	You won't need to spend time or money training me to use basic office tools.
Volunteer at Habitat for Humanity	I am motivated by the desire to help others and give more than I receive.	My focus on helping others will increase customer goodwill and retention.
Creative Problem Solver	I will think through the issues, make appropriate decisions and confer with management on solutions.	I will utilize the limited resources of the organization and increase efficiency.

**STEP 3: Write yours:**

Feature	Benefit	Impact

**STEP 4:**

**Practice saying your professional identity statement and selling points out loud until you fully own them!**



## ELEVATOR SPEECH

**Make a Connection:** Introduce yourself/share a customized version of your professional identity stmt:

- *Area and level of expertise, years of experience:*
- *Share one unique selling point you think relates to your listener's greatest interest or need:*

**Establish Credibility:** Talk about something of interest to your listener/highlight industry knowledge:

- *What do you know about trends or advances in the industry?*
- *And/or what do you know about your listener's specific challenges?*

**Capture Interest:** Link your skills, strengths, and experience to your listener's area of interest/need:

- *What can you do to help your listener? (Insert Unique Selling Point here!)*
- *Strengthen your claim by sharing an example of you have helped previous employers with similar situations:*
- *Describe the positive impact that came from your performance:*

**Seal the Deal:** State your Purpose/Passions/Strengths and/or define any other benefits you offer:

- *What else can you do that is exciting to your listener?*
- *And/or how does your passion or personal values make you an intrinsically motivated high performer?*

**Call to action:** Set expectations to move forward -

### Call to Action Examples

*Can I give you my resume and contact you at a later time?*

*Would you be willing to speak with me sometime for 20-30 minutes?*

*Do you have a business card with your contact information on it?*

*When would be the best time to call or email you?*

*Thank you. I will contact you (time/day you will follow up) \_\_\_\_\_.*



## ELEVATOR SPEECH CHECKLIST



### *Introduction*

- Introduced self and explained area and level of expertise.
- Shared one selling point and made a connection with the listener.

### *Establish Credibility*

- Shared a piece of industry, employer, or occupational relevant knowledge.
- Demonstrated understanding of listener's unique challenges.

### *Capture Interest*

- Shared a selling point that relates to the listener's unique interests or needs.
- Shared a specific example describing a time when speaker performed this selling point.
- Described the positive impact of the performed selling point.

### *Seal the Deal*

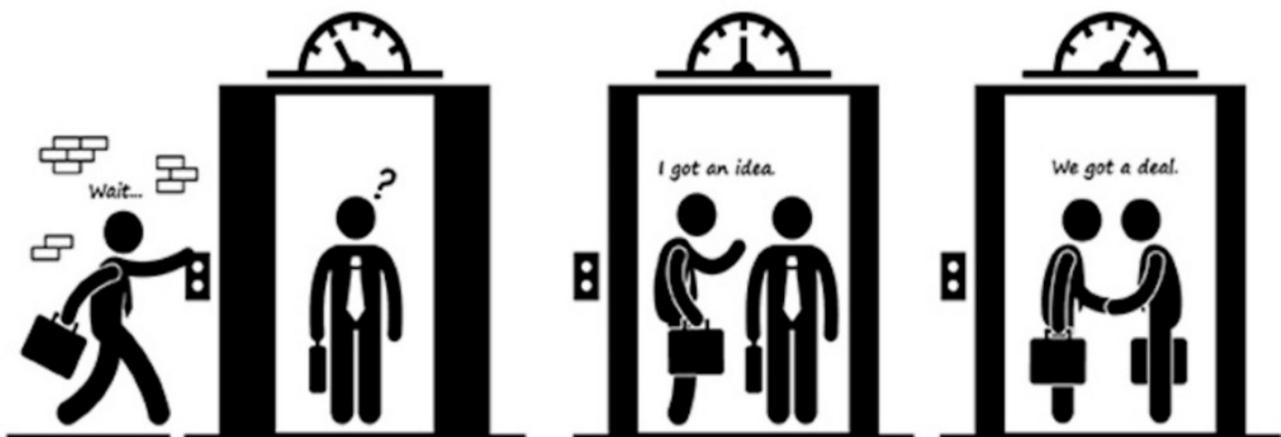
- Shared another selling point designed to show why candidate is a great match for the employer.
- Described how candidate is internally motivated to do this work or work for this employer (passion/purpose).

### *Call to Action*

- Requested a follow up action.

### *Presentation*

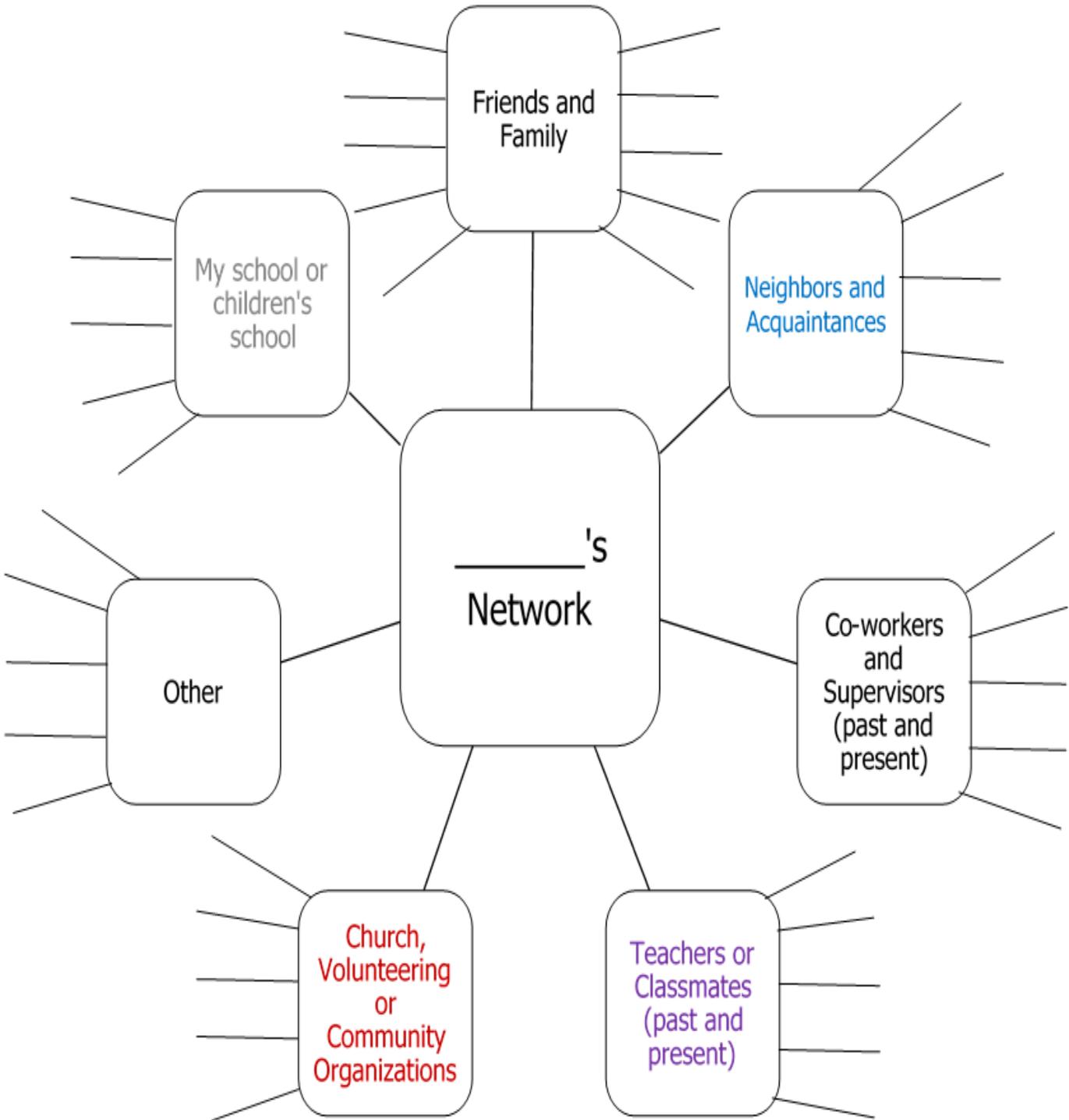
- Presentation was not more than 90 seconds.
- Voice: not too fast or slow, not too quiet or loud.
- Presentation was conversational, not too robotic.
- Minimal filler words. ("uh's" and "um's")
- Sounded confident and genuine.
- Body language reflected confidence and had good energy.
- Presentation was memorable.



# NETWORKING

## MAP YOUR NETWORK

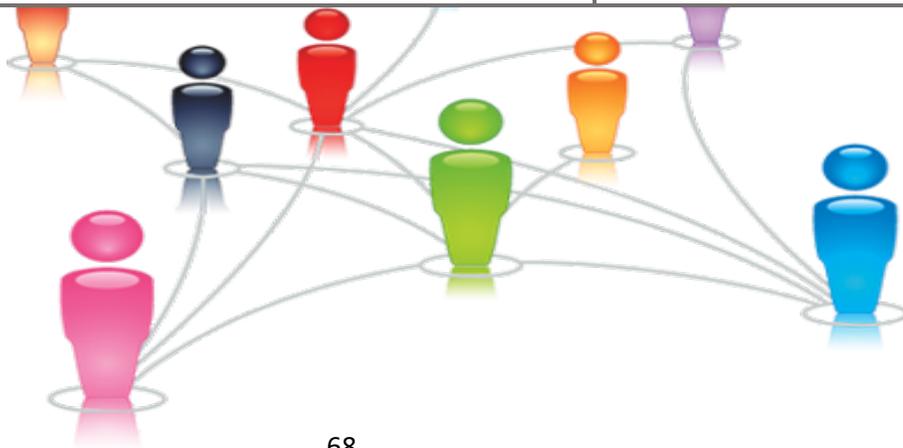
Within each category of your network, write the names of the people you know that could be good resources or connections for you in your personal, professional, or academic life. For example, your aunt who owns a business has many good business relationships in the community. Or your daughter's teacher has offered to connect you with the principal to talk about job openings at the school.



## PEOPLE WHO SHOULD BE IN YOUR NETWORK

List the people from your network that would fulfill these roles. Create a diverse network by adding people from different industries, backgrounds, age groups, ethnic groups, etc.

Role	Person
<b>The Mentor:</b> This person has reached the level of success you aspire to have. This relationship is unique because they have known you through several peaks and valleys and watched you evolve.	
<b>The Coach:</b> The is someone who comes in at different times in your life to help with critical decisions and transitions and offer an objective perspective with no strings attached.	
<b>The Industry Insider:</b> This is someone in your chosen field who has expert-level information or access to it. This person will keep you informed of what's happening now and what is the next big thing.	
<b>The Trendsetter:</b> This is someone outside of your chosen industry who always has the latest buzz. The goal in having this person in your network is to look for those connections that spark innovation.	
<b>The Connector:</b> This is a person who has access to people, resources and information. Connectors are great at finding resources and opportunities that most people would overlook.	
<b>The Idealist:</b> This is the person in your network who will help you brainstorm ways to make things happen without judgment.	
<b>The Realist:</b> This is the person who will tell you when your expectations exceed your effort. They challenge you to actively make your dream happen.	
<b>The Visionary (Role Model):</b> A person who inspires you by their journey and can help you envision an actual plan to reach your goal.	
<b>The Partner:</b> You need to have someone in a similar place. This is a person you can share the wins and woes with, resources, opportunities and information.	
<b>The Wanna-Be (Who looks up to you):</b> This is someone you can guide based on your experiences. One of the best ways to tell that you understand something is to be able to explain it to someone else.	





## USING LINKEDIN FOR NETWORKING



### Resumes and LinkedIn Are Prepared for Different Motives

LinkedIn	Resume
Gives a general overview about your knowledge, skills, work experiences and achievements.	Is targeted for getting a specific job.

### Length and Details

LinkedIn	Resume
A place to include extra information. <ul style="list-style-type: none"> <li>– Photos</li> <li>– Copies of certificates</li> <li>– Articles and links</li> <li>– Videos, presentations and other web tools</li> </ul>	A one-page document targeted for a specific job. <ul style="list-style-type: none"> <li>– You shouldn't add any extra information that does not clearly state the value</li> <li>– It is only a word-processed document</li> <li>– No photos</li> </ul>

### Third-Party Contributions

LinkedIn	Resume
You can ask others to leave recommendations and testimonials or endorse you on a specific skill.	Must attach recommendations from your previous employers.

## LINKEDIN CHECKLIST

### Profile

- A professional picture and headline – *Professional Identity (Marketing section)*
- Current Position and Company
- City, State

### Summary

- Elevator Speech (*Marketing section*)

### Experience

- Company with city and state
- Position held and brief explanation of the position

### Education

- School, including higher education – list the areas of study

### Skills and Endorsements

- At least 5 skills
- Endorsed skills (another LinkedIn member can endorse your skills for added credibility)

### Interests

- Join groups on your home page

### Connections

- Sync connections from your personal and professional email

### Activity

- Post – share information on yourself, your business, or your brand
- Post – relevant interesting business information
- Blog

### Mobile App

- Upload the mobile app
- Connect with people on LinkedIn when you meet them.



# THE INTERVIEW

## PREPARING FOR THE INTERVIEW

### 1. Know the position

- ✓ Link your skills and experience to the company's needs

List Major Requirements of the Job <i>(according to the job posting)</i>	List your specific skills and/or experience that meets the requirement.

### 2. Research the company and industry

- ✓ Link your skills and experience to the company's needs

How long has the company been in business? \_\_\_\_\_

What services and/or products do they offer? \_\_\_\_\_

What new things will they be offering in the future? \_\_\_\_\_

Who is their target customer base? \_\_\_\_\_

Who are their competitors? \_\_\_\_\_

What is their mission, vision and values? \_\_\_\_\_

What are some of their successes? Challenges? \_\_\_\_\_

List Additional Employer Needs <i>(based on your company and industry research)</i>	List your specific skills and/or experience that meets the requirement.

Know yourself

✓ **Communicate why you want this job with this employer**

**Why do you want this job?**  
*(Do you love this type of work? What do you love about it?)*

--

**Why do you want to work for this employer?**  
*(What is exciting about this employer? Are your values aligned with theirs?)*

--

**SUCCESS STORIES**

**Success Story #1**

SITUATION	TASK/GOAL	ACTION	RESULT

**SUCCESS STORY**

--

**Link it to the job:**

SITUATION	TASK/GOAL	ACTION	RESULT

**SUCCESS STORY**

--

**Link it to the job:**

SITUATION	TASK/GOAL	ACTION	RESULT

**SUCCESS STORY**

**Link it to the job:**

SITUATION	TASK/GOAL	ACTION	RESULT

**SUCCESS STORY**

**Link it to the job:**

SITUATION	TASK/GOAL	ACTION	RESULT

**SUCCESS STORY**

**Link it to the job:**

## COMMON INTERVIEW QUESTIONS

Prepare responses ahead of time to some of the most commonly asked interview questions:

**Tell me about yourself...**

**What are your greatest strengths?**

**What is your greatest weakness?**

**What motivates you?**

**What are your goals for the next five years?**

**Tell me about a time when...**

**...you handled a conflict, and how did it turn out?**

**...you made a tough decision, and how did it turn out?**

**...you solved a difficult problem, and how did it turn out?**

## DIFFICULT INTERVIEW QUESTIONS

Prepare responses ahead of time to potentially difficult interview questions:

What did you like least at your last job?
Tell me about a time you made a mistake.
Why did you leave your last job?
What salary are you expecting?

## ADDITIONAL INTERVIEW QUESTION EXAMPLES

### General and Work Style Questions

- Describe your educational background and how it will relate to this job.
- How do you handle stress and pressure?
- Describe a difficult work situation / project and how you overcame it.
- How do you evaluate success?
- What are you passionate about?
- Describe your work style. Do you prefer to work alone or on a team?
- What do you expect from a supervisor?
- What do you find are the most difficult decisions to make?
- What have you learned from your mistakes?
- How would you describe the pace at which you work?

### Your Qualifications

- What qualifications do you have that relate to the position?
- What can you do for us that someone else can't do?
- Why should we hire you?
- What new skills or capabilities have you developed recently?
- Give me an example from a previous job where you've shown initiative.
- What has been your greatest accomplishment?
- What is important to you in a job?
- What have you been doing since your last job?
- What qualities do you find important in a coworker?
- What do you know about this company?
- Do you have skills/abilities we have not discussed?

### Your Career Goals

- What would you like to be doing five years from now?
- How will you judge your success? How will you achieve success?
- What type of position are you interested in?
- How will this job fit in with your career plans?
- What do you expect from this job?
- What challenges are you looking for in your next job?
- How long do you expect to work for this company?
- Do you have a location preference?
- Can you travel?
- What hours can you work?

### Your Work Experience

- What have you learned from your past jobs?
- What were your biggest responsibilities?
- What specific skills acquired or used in previous jobs relate to this position?
- How does your previous experience relate to this position?
- What did you like most/least about your last job?
- Whom may we contact for references?
- Who was your best boss and who was the worst? Why?

### Your Education

- How has your education has prepared you for this position?
- What were your favorite classes/activities at school?
- Why did you choose your major?
- Do you plan to continue your education?

### Past Jobs

- What major challenges and problems did you face? How did you handle them?
- What was the biggest accomplishment / failure in this position?
- What were your starting and final levels of compensation?
- What was your biggest accomplishment (failure) in this position?
- What was most (least) rewarding about your job?

### Situational

- Give some examples of teamwork.
- Have you ever had difficulty working with a manager?
- Have you gotten angry at work? What happened?
- How do you handle pressure?
- How would you handle it if your boss was wrong?
- What major challenges have you handled?

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## QUESTIONS FOR THE EMPLOYER

- ❑ *What are the most important qualifications for this job?*
- ❑ *What type of training will be available to me?*
- ❑ *What constitutes success in this position?*
- ❑ *What characteristic does the ideal candidate bring to this job?*
- ❑ *What is your top priority for the person entering this job?*
- ❑ *How do you see this position evolving in the next three years?*
- ❑ *What are your goals for the department?*
- ❑ *What are the major challenges and rewards of this job?*
- ❑ *How would you describe the workplace culture here?*
- ❑ *How would you describe your supervisory style?*
- ❑ *How do you handle it when an employee makes a mistake?*
- ❑ *What does a typical day look like?*
- ❑ *What do you enjoy most about working here?*
- ❑ *What can I help clarify that would make hiring me an easy decision?*

**OTHERS? (Based on your unique interests and questions that arise from your research.)**

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**DO NOT ask about salary, benefits or schedule in the interview!**

## INTERVIEW CHECKLIST



### Pre-Interview

- Plan, Prepare, Practice, Perfect
- Know how you satisfy the job requirements
- Research the company and prepare examples of how you will benefit the company
- Select professional interview clothes
- Prepare copies of resumes and list of professional references
- Do a practice interview and get feedback
- Find out who will be part of the interview
- Research the interviewer/team if possible

### During the Interview

- Carry the interviewers contact information with you
- Have copies of your resume, references and water
- Be friendly and build a professional rapport
- Display a positive attitude and positive energy; demonstrate your ability/desire to learn
- Maintain eye contact with the interviewer(s)
- Monitor your tone and volume – Speak gently, but loud and clear
- Be aware of your body language; read the interviewer’s body language and adjust your responses
- Ask the interviewer for clarification of questions or terminology if it is unclear
- If you don’t know something, admit it – then express your desire and ability to learn
- Speak about your strengths with confidence
- Prepare questions you would like to ask the interviewer
- Have your positive closing statement prepared
- Find out the timeline for hiring
- Get the interviewer or interview team’s contact information

### Post-Interview

- Shake hands and thank them for their time
- After the interview, take notes – How it went, unanswered questions, etc.
- Write a “Thank You” letter within 24 hours and hand deliver it
- Follow up with a call to see if they need additional information

## MOCK INTERVIEW CRITIQUE FORM

<b>First Impressions/Image and Appearance...</b>	+ ✓ -
Applicant submits and updated, targeted and professional looking resume prior to the interview	
Applicant expresses optimism and energy in initial greeting; offers a solid handshake	
Applicant is well groomed, has good hygiene and is appropriately dressed	
Applicant smiles and speaks clearly and distinctly; words are not mumbled	
Notes:	
<b>Nonverbal Behavior/Body Language</b>	+ ✓ -
Applicant demonstrates professionalism; sits squarely in chair; has good posture	
Applicant demonstrates openness and receptiveness; open position (arms are not crossed)	
Applicant demonstrates interest and enthusiasm; leans slightly forward; uses facial expressions	
Applicant demonstrates confidence and attentiveness; maintains good eye contact	
Applicant maintains poise; appears relaxed; doesn't shift and fidget excessively	
Notes:	
<b>Verbal Communication/Key Interview Content...</b>	+ ✓ -
Applicant responds with concise, organized and well-thought-out answers	
Applicant articulates ideas clearly and uses proper grammar and appropriate vocabulary	
Applicant demonstrates research and understanding of the desired career, position and employer	
Applicant demonstrates self-awareness of work values and personal motivators	
Applicant illustrates strengths and skills through specific examples	
Applicant relates past achievements to skills used in the job	
Applicant avoids fat "yes" or "no" answers	
Applicant discusses a weakness honestly but neutralizes it by explaining steps taken to improve	
Applicant asks appropriate questions about the job and employer	
Notes:	
<b>Closing the Interview</b>	+ ✓ -
Applicant inquires about timeframe and next actions to be taken	
Applicant thanks interviewer by name and acquires appropriate contact info for follow-up	
Notes:	
<b>Based on an Overall Impression of Your Interview...</b>	
You're Hired!!!	
You may get the job, but you haven't edged out the competition yet	
You need more practice and preparation before going on the job interview	

# **BARRIERS TO EMPLOYMENT**

## BARRIERS ASSESSMENT

### BARRIERS

Please circle one

#### Personal & Financial

- I have reliable transportation to/from work or job search .....YES NO
- I have a current driver’s license .....YES NO
- I have current insurance for my vehicle .....YES NO
- I have reliable transportation in order to participate in a job search program.....YES NO
- I have childcare for employments and/or job search.....YES NO
  - If not: I can obtain childcare .....YES NO
- I have enough income to live on & pay rent/utilities, etc .....YES NO
- My current living situation is secure.....YES NO
  - If not: I have an eviction/foreclosure: DATE: \_\_\_\_\_
- I am in a shelter or a doubled up .....YES NO
- I have access to healthcare coverage for myself and/or my family .....YES NO
- My credit history is good .....YES NO
- I have been on public assistance for a long time .....YES NO

#### Legal

- I am an ex-offender with one or more felony convictions ..... YES NO
- I have one or more misdemeanor convictions .....YES NO
- I am currently on parole or probation .....YES NO
- I am currently involved with bankruptcy court or have been in the past .....YES NO
- I have an honorable or general discharge from the military .....YES NO
- I have a child support order .....YES NO
  - If there is an order, I am having a difficult time making the payments:..... YES NO
- I am concerned about employment discrimination based on gender, race, religion, age, sexual orientation, national origin, etc ..... YES NO
- I am a US citizen .....YES NO
  - If not a citizen: I am a legal permanent resident .....YES NO
- My immigration status and/or work authorization is a concern to me.....YES NO

#### Emotional & Physical

- I have physical health issues that may limit or prevent employment .....YES NO
- I am concerned about my physical fitness, weight and/or my appearance .....YES NO
- I have mental health issues that may limit or prevent employment .....YES NO
- I have immediate family members who have serious health issues .....YES NO
- I have depression, low self-esteem, lack of energy or motivation .....YES NO
- I have a history of drug and/or alcohol abuse .....YES NO
- Domestic violence is present in my household .....YES NO
- I have learning challenges. Please circle: ADD, ADHD, Dyslexia, Aspergers, other. ....YES NO
- I have applied for Social Security benefits .....YES NO

**Training & Work Experience**

- I have a high school diploma or a GED.....YES NO
- I have a college degree or other advanced education.....YES NO
- I have a certification and/or I am licensed.....YES NO
- I have basic reading and/or math skills.....YES NO
- I have some beneficial work experience.....YES NO
- I know I have marketable job skills .....YES NO
- I am proficient in the English language.....YES NO
- If not, I have trouble with: Reading Writing Speaking
- English is commonly spoken in my household .....YES NO
- If fluent in a language other than English, please name the language \_\_\_\_\_
- I have been fired from a job .....YES NO
- I have been laid off from my job in the last 12 months.....YES NO
- I might appear overqualified for the jobs I am interested in.....YES NO
- I have applied for unemployment compensation.....YES NO
- I am eligible for unemployment compensation benefits.....YES NO

**Job Seeking Knowledge & Preparedness**

- I have knowledge about careers that are available & currently in demand.....YES NO
- I have completed a career assessment within the last 12 months.....YES NO
- I need help listing my personal strengths & weaknesses and discussing my career goals.....YES NO
- I have completed aptitude & abilities assessments within the last 12 months .....YES NO
- I do know how to find and apply for a decent job.....YES NO
- I have a current resume that I can use to get a job .....YES NO
- I have the necessary computer skills to find and apply for jobs on the internet .....YES NO
- I am comfortable completing job applications online with attachments.....YES NO
- I could use some help with my interviewing skills.....YES NO
- I have good personal and/or professional references to include on an application .....YES NO

**Other Barriers**

Please use this space to include any additional barriers that were not mentioned in this assessment.

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## ADDRESSING BARRIERS

**NO ONE IS A PERFECT EMPLOYEE.** Employers expect that. However, they will want to hire the person who has the least barriers to employment because any issue an employee has may translate into lost time, productivity, and/or profit on the job. That's a concern for the employer.

There are two ways to eliminate (or reduce) employer concerns:



### Resolve it!

- If the issue is within your control, take steps to address it.
- Once you get started, you can talk to the interviewer about what steps you are taking to resolve the issue. This will make you look honest, self-aware, and proactive.
- Once the issue is resolved, it is no longer a concern!!

Examples: *no appropriate clothing, unprofessional email, lack of skills, attitude/behavior issues...*



### Explain it!

- If the issue is outside of your control, you must have a believable explanation for why it is not a concern.

Examples: *criminal background, employment gaps, single parent, fired from a job, my address...*

There are different approaches you can use to address your barriers:

### S – Learn a new **SKILL**

- ▣ There are a lot of skills you can learn or improve upon to be ready for your next job.

### O – Adjust your **OUTLOOK**

- ▣ We are often our own worst enemy. If your own thinking is holding you back, change it!

### L – Change where you **LOOK**

- ▣ Sometimes our challenges prevent us from doing the type of work we would like to. Are there employers out there who are more likely to hire me? Do I need to research other employment options that will still use my interests, strengths, and skills?

### A – Develop a good **ANSWER**

- ▣ Some issues can't be resolved, they can only be explained.

### R – Access a **RESOURCE**

- ▣ Get an item, some information, or a service that will help you move on! Figure out who offers it, get it, and keep job searching!

List three of your barriers from the assessment that are within your power to address in some way. Write one thing you might do to improve each issue:

Barrier	One thing you can do right now to improve this issue.

List three of your barriers from the assessment that are outside of your current control. Write one thing you might say to explain why each issue should not be a concern to the employer.

Barrier	One thing you can say to explain why this issue should not be a concern.

## BARRIER RESOLUTION ACTION PLAN

<b>Barrier-related SMART goal:</b>						
Order	Step	Tools/ Resources Needed	Who Will Help?	Potential Obstacles	Potential Solutions	Deadline
1.						
2.						
3.						
4.						
5.						

One thing I can do today is:

One more thing I will accomplish this week is:

<b>Barrier-related SMART goal:</b>						
Order	Step	Tools/ Resources Needed	Who Will Help?	Potential Obstacles	Potential Solutions	Deadline
1.						
2.						
3.						
4.						
5.						

One thing I can do today is:

One more thing I will accomplish this week is:

## JOB SEARCHING WITH A CRIMINAL BACKGROUND

As a person with a criminal background, you will need to be prepared for the questions that may arise in the interview process regarding your convictions. Two ways to prepare are to develop an explanation speech and/or write a letter of explanation.

For either approach it is key to remember these points:

- **Keep it positive**, do not dwell on the past.
- Make your presentation **honest, clear and concise**.
- **Take responsibility** for your actions without excuses.
- Sincerely **speak to the feelings you have** regarding your behavior – show remorse.
- In a positive way, **state the price you have paid and what you have learned** from this experience.
- Thoughtfully **discuss your goals** and steps you are taking to get there.
- **Discuss what skills you have** that meet the needs of the employer.
- Express **why the employer shouldn't worry** about your future choices.

### EXPLANATION SPEECH

It is most ideal to have a face to face conversation with the employer. If background issues come up in the interview be prepared with a “speech.”

The following script is an example that can be customized to fit your situation:

I want to be totally honest with you about my criminal background. I have a lot of different emotions when it comes to talking about this so I would like to request that this part of our interview remain confidential.

In \_\_\_\_\_ (month/year) I was convicted of a \_\_\_\_\_ (descriptive word) felony charge. At this time of my life I was \_\_\_\_\_ (briefly explain what was going on that led to your self-destructive choices.) As a result of my choices I \_\_\_\_\_ (briefly explain the price you have paid/what you lost.) I deeply regret the choices I made and the harm that I caused.

When I was in jail (or on probation) I took \_\_\_\_\_ (trainings/classes/workshops) which helped me \_\_\_\_\_ (what/how?) Since my release, I have been engaged in \_\_\_\_\_ (additional training/classes/workshops and/or community activities) to continue working toward my goals of \_\_\_\_\_.

I know you may have doubts about hiring an ex-offender. You may question my honesty and my judgment. I don't blame you; however, I assure you that I've learned from my mistakes. I lost a lot through my poor choices and have worked hard to pay my debt to society. I see this experience as my wake up call that got me back on the right path.

Working for your team will assist me in building on the foundation of success I have already begun. In return, I will \_\_\_\_\_ (mention the value you will bring if hired.) Thank you for your consideration and I look forward to a bright future with \_\_\_\_\_ (name of company.)

## EXPLANATION LETTER

If you are not getting interviews, it is difficult to have a face to face conversation with the employer. In this case you may want to have a letter of explanation to attach with your resume to an online application. Or, be prepared with the letter in an interview in case the employer does not have time for a discussion of your background.

The following template outlines how a letter of explanation might be organized:

Dear Hiring Professional:

**First Paragraph:** List your conviction(s)\*\*, the dates and a brief explanation of the circumstances. Express regret and responsibility.

**Second Paragraph:** Focus on how you have paid your debt to society and the ways in which you have improved your life. Sell the fact that the employer should not worry about your future choices.

**Third Paragraph:** Discuss why you want to work for this employer, how your skills are a match and how hiring you will help the employer reach their ultimate goals. Finish with your willingness to start at the bottom and work your way up.

Thank you for your time and consideration.

Sincerely,

John/Jane Doe

**\*\* If your conviction is very recent or still pending, sometimes it makes sense to use the date you were charged instead of conviction date.**

## CHECKLIST FOR EX-OFFENDERS

- I know my strengths and can communicate those to the employer.
- I have prepared a letter of explanation.
  - It is short, honest, and to the point.
  - In addition to explaining my background issues, it markets my skills to the employer.
  - It is written in business English and has NO errors.
- I have prepared an explanation speech.
  - It is short, honest, and to the point.
  - In addition to explaining my background issues, it markets my skills to the employer.
  - It is practiced and delivered with confidence in a conversational manner.
- I have researched and utilized community resources for ex-offenders.
- I am willing to take a starter job to get my foot in the door and prove myself.
- I am building/have built a network of professional contacts to maximize my job search efforts.
- I am focusing on small/medium-sized companies, or large companies that hire ex-offenders.



# HOW CAN WE HELP?



□ A proud partner of the [americanjobcenter](#) network

## SERVICES

### Job Seeker Services:

- Access to Connecting Colorado, the state-wide database all workforce centers use to connect job-seekers and employers.
- Access to the Resource Room for job search needs where a seeker can receive direct assistance from staff including scheduling mock interviews.
- Free workshops to build skills around job search strategies and those needed for successful employment.
- One-on-one assistance on many topics provided by Trainers (take the workshop first!)
- Adams County Job Club where job seekers can network and gain support.
- Free GED preparation which includes both online and in-class instruction.
- Access to the CASH Closet to assist with putting together an interview outfit.

## PROGRAMS

### Intensive Job Search:

Assisting customers with identifying their level of job readiness and connecting them to appropriate resources and services to support successful job search and a pathway to sustainable employment.

### Job Development:

Working with a Job Developer who assists with generating job leads and advocating with employers on the job seeker's behalf. This service is for customers who are job ready.

### Work Based Learning

- On-the-job training
- Registered Apprenticeships
- Internships

### WIOA Youth:

Serving youth 16-24 years old with the intention of stability and increasing earning potential over the course of a customer's lifetime.

- GED prep, internships, apprenticeships, on-the-job training, AND MUCH MORE!