

## Applying for a Job: Locating and Completing Applications

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

Date: \_\_\_\_\_

**Instructor:** Present this short strengths assessment as the student engages in practice opportunities to obtain, complete, and submit applications, or after the student completes and submits real applications to paid or volunteer positions.

	1 Never	2 Sometimes	3 Most of the Time	4 Always
1) Many companies require job applicants to complete a job application online on their company website. If I don't already have a company's website address, am I able to find a company's website by using a search engine such as Google or Yahoo?				
2) Am I able to locate an application on a company's website?				
3) Many online applications require applicants to have an email address. Do I have access to an email address to use for online applications?				
4) Am I able to have access to a computer and access to the internet to complete the online application?				
5) Do I plan to have at least an hour to work on the online application on the computer?				
6) Do I have someone I can go to for help if I have questions about the online application?				
7) I may want to physically go to a company to request an application. Do I make sure I am dressed appropriately in neat and clean clothing?				
8) Am I able to locate an employee at the company to ask about getting an application?				
9) Am I able to wait until that employee is not busy and ask them politely about a job application?				

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10) Sometimes the manager may want to talk to me while I am there picking up an application. If the manager wants to talk to me, do I greet them appropriately and shake hands?				
11) Am I prepared to answer some questions if the manager asks such as "What kind of work are you looking for?" or "When would you be available to start working?"				
12) Do I say thank you after I am given an application?				
13) If I am given a paper application to complete, do I find a quiet place to go to complete the application?				
14) Do I write as neatly as I can when I am completing the application?				
15) Do I use a blue or black ink pen (not a pencil) to complete the application?				
16) Do I try to mail or physically return the completed application within 48 hours?				
17) If I decide to return the completed application in person, do I return it directly to the manager or his administrative assistant and not to another employee?				
18) After I have sent in my resume or an application for a job I have to wait to get a response. Am I able to determine the appropriate amount of time to wait before contacting the company to follow-up?				