

Instructor Assessment: Looking for a Job

Instructor: Complete this assessment as the student engages in the search for employment or volunteer experiences.

Name:	Date:			
	1 Not Good	2 Fair	3 Good	4 Super
1. Does the student possess a resume that is neat and professional in appearance?				
2. Does the student's resume list all contact information correctly and in an organized fashion?				
3. Does the student's resume provide all necessary information regarding educational history, work history and volunteer experience?				
4. If the student might need to present a portfolio during the application process, does the student have a representative collection of best work to include?				
5. Does the student have 2-3 references providing supportive letters for the student's employment?				
6. Does the student have references that are as relevant to the positions applied for as is feasible?				
7. To your knowledge, has the student used relevant network contacts to find information on jobs and potential contact persons within businesses?				
8. To your knowledge, has the student made courteous and thorough efforts to sustain contacts with his network?				
9. Does the student use a range of information sites to find potential jobs of interest?				
10. Does the student find jobs or job sites for which he might be qualified?				
11. When reviewing jobs and job sites, does the student recognize environmental issues, social issues or demands of a job that would cause him difficulty?				
12. When contacting the potential employer, did the student share information about himself efficiently and appropriately?				
13. 12) Did the student ask appropriate questions about the job and job site that helped clarify information about the position?				



Additional comments or concerns:
