

Looking for a Job: Information Seeking

Name: _____

Date: _____

Instructor: Present this self-assessment to the student during or after he / she engages in research to identify potential positions. A portion of this self-assessment (related to contacting potential employers) might be present after simulated practice exercises, or immediately following real interactions.

| | 1 NO | 2 MAYBE | 3 YES |
|--|---------|------------|----------|
| 1) When I am looking for a job (paid or volunteer), do I look for online websites that can help me? | | | |
| 2) Do I look at a large national search engine website such as monster.com or career builder.com ? | | | |
| 3) Do I look at websites geared toward specific types of jobs or companies such as allretailjobs.com or tech-centric.net ? | | | |
| 4) Almost all major newspapers have a way to search for jobs online. Do I know how to access my local newspaper online? | | | |
| 5) If I need help finding online resources do I go to an adult I trust to help me? | | | |
| 6) If I find a job I'm interested in, can I figure out if I am qualified for the job? | | | |
| 7) Can I figure out if I would be comfortable with the work environment and social demands of the job? | | | |
| 8) If I need help determining if a job would be a good fit for me, do I go to someone I trust to ask their advice? | | | |
| 9) If I find a job I'm interested in and it seems a good fit for me, the next step is to contact the person or company listed either by email or calling them on the phone. When I contact the person by email or by phone, do I state what position I'm interested in and express my interest in the job? | | | |
| 10) When contacting the potential employer by email or phone, do I state my qualifications including any past experience and skills or personal characteristics I have that relate to the job? | | | |

| | 1 NO | 2 MAYBE | 3 YES |
|--|---------|------------|----------|
| 11) If I contact the potential employer by email, do I attach a copy of my resume and include my contact information? | | | |
| 12) If I call about a possible job, do I prepare a script or notes beforehand about what I want to say? | | | |
| 13) Do I prepare a list of questions beforehand that I may have about the job? | | | |
| 14) If I have to leave a voicemail, do I keep it brief and include my name, the reason I'm calling, and the best way to reach me? | | | |
| 15) Whether I contact someone by email, phone, or in person, do I remember to say "thank you?" | | | |
| 16) If I find a possible job that I may want to apply to and would like to visit the site of the job first, am I able to contact someone at the company to inquire about possibly visiting the site? | | | |
| 17) If I am visiting the site before I apply, do I dress appropriately and behave politely on my site visit? | | | |