

EMPLOYMENT SERVICES worksheet

NAME _____

DATE _____

GENERAL

- ☐ Sign Up for a One-on-One Job Coaching Session
- ☐ Join an 'Ask an Expert' Session
- ☐ Watch 3 Webinar Videos from the Employment Webinar Series

PREPARE:

☐ Create a "Me in 30 Seconds" Statement

DEVELOP A CONCISE PERSONAL INTRODUCTION THAT INCLUDES YOUR CAREER OBJECTIVE, KEY ACCOMPLISHMENTS, AND UNIQUE SKILLS. THIS STATEMENT IS USEFUL FOR NETWORKING AND INTERVIEWS.

☐ Prepare a Professional Resume

HIGHLIGHT YOUR SKILLS, EXPERIENCES, AND ACHIEVEMENTS RELEVANT TO YOUR DESIRED JOB. ENSURE IT'S WELL-ORGANIZED AND FREE OF ERRORS.

☐ Join a Resume Workshop

PARTICIPATE IN A RESUME WORKSHOP OFFERED BY THE CHURCH TO IMPROVE YOUR RESUME.

☐ Create a "Job Tracker" Document

KEEP TRACK OF JOBS APPLIED FOR, INTERVIEWS SCHEDULED, AND NETWORKING CONTACTS TO MANAGE YOUR JOB SEARCH EFFICIENTLY.

☐ Join a 'Prepare for Interviews' Workshop

PARTICIPATE IN A JOB INTERVIEW WORKSHOP OFFERED BY THE CHURCH TO IMPROVE YOUR JOB INTERVIEWING SKILLSET.

☐ Visit Your Local Employment Center

GET PERSONALIZED, FACE-TO-FACE JOB SEARCH HELP, A PLACE TO CONNECT WITH OTHER JOB SEEKERS, AND A SPACE WHERE YOU CAN FOCUS ON YOUR JOB SEARCH

SEEK:

☐ Set Up Job Alerts

USE ONLINE JOB BOARDS TO RECEIVE NOTIFICATIONS ABOUT NEW JOB POSTINGS MATCHING YOUR CRITERIA.

☐ Enroll in the Finding Job Leads Workshop

LEARN EFFECTIVE JOB SEARCH STRATEGIES, INCLUDING IDENTIFYING THE BEST PLACES TO FIND JOB LEADS AND OPTIMIZING TIME SPENT SEARCHING ONLINE.

☐ Enroll in Accelerate Search Workshop

LEARN STRATEGIES TO HELP JOB SEEKERS TAKE CONTROL OF AND EXPEDITE THEIR JOB SEARCH.

☐ Join a Job Search Group

GET DAILY SUPPORT AND ENCOURAGEMENT FROM EMPLOYMENT SERVICES STAFF AND OTHER JOB SEEKERS BY JOINING AN ACTIVE JOB SEARCH GROUP.

CAREER:

☐ Watch Webinar on 'How Technology is Disrupting the Job Market'

LEARN HOW TO 'FUTURE-PROOF' YOUR CAREER'S TRAJECTORY.

☐ Watch Webinar on 'How to Get Your Next Promotion'

LEARN HOW TO "LEVEL UP!" IN YOUR CAREER.