

JOB SEEKER WORKSHOP DECISION GUIDE

Everyone starts their job search at a different point. Answering the questions below will help our staff and you have a better understanding of what workshops are right for you

Check one Yes or No in each of the 10 categories.

Tally up total Yes and No.

If more than 2 "No's, we recommend that you start with the Job Search Basics workshops.

Category	YES	NO
I have above a GED / High School degree.		
I am looking for work in administrative, office, and other fields where typing and using computers is part of my daily routine.		
I feel comfortable using a computer (Microsoft Word, finding websites on the internet). I can open and Save documents.		
I have a LinkedIn account.		
I know how to write a cover letter.		
I know how to dress, prepare, and answer questions in an interview.		
I have a resume and use keywords in a resume.		
I can explain today's job application process.		
I know how to find companies I want to work for on the internet and am comfortable calling and talking to them.		
I use email on a regular basis – I can attach a document to an email.		
TOTAL		
ADDITIONAL QUESTIONS		
My biggest challenge with finding a job is:		
I really want to learn about:		

