

Job Readiness Skills Checklist

Use this checklist to reflect on your current job readiness, identify areas for improvement, and boost your confidence. This tool focuses on soft skills, personal strengths, and basic preparation steps to help you succeed in your job search.

◇ Soft Skills Self-Assessment

- ☐ I show up on time and can manage my schedule.
- ☐ I can work well with others, even when we don't agree.
- ☐ I stay calm under pressure and know how to handle stress.
- ☐ I follow instructions and ask questions when I'm unsure.
- ☐ I'm open to feedback and willing to learn new things.
- ☐ I take responsibility for my actions without blaming others.

◇ Job Search Readiness

- ☐ I have a professional resume or am working on one.
- ☐ I have clothes that are appropriate for an interview.
- ☐ I know how to explain my background without oversharing.
- ☐ I've practiced answering common interview questions.
- ☐ I can describe my strengths and past work experiences.
- ☐ I know how to search for jobs online or in my community.

◇ Strengths & Support

List 3 strengths or personal qualities that make you a good worker:

1. _____
2. _____
3. _____

Who can support or encourage you during your job search?

◇ **Confidence Boosters**

Write down one positive thing about yourself each day you work on job readiness.

Day 1: _____

Day 2: _____

Day 3: _____

Day 4: _____

Day 5: _____