

Employment Readiness Checklist for Teens and Young Adults with Disabilities

Name: _____

Date: _____

Planning My Future

Planning My Future	Yes	No	Priority
I direct my IEP meetings or am involved in all IEP decisions. If you are out of high school, indicate whether you did attend and run IEP meetings.	☐	☐	☐
I know what my short-term employment goal is.	☐	☐	☐
I know what my long-term career goal is.	☐	☐	☐
I have a plan for achieving my long-term career goal.	☐	☐	☐

My Job Search Skills

My Job Search Skills	Yes	No	Priority
I have researched employers and where I would like to work.	☐	☐	☐
I have received permission from my references to give their names and information to possible employers.	☐	☐	☐
I have a completed job application or information sheet.	☐	☐	☐
I have a resume.	☐	☐	☐
I have practiced a good, firm handshake.	☐	☐	☐
I can answer the most common interview questions.	☐	☐	☐
I know what questions to ask during an interview.	☐	☐	☐
I make good eye contact when interviewing.	☐	☐	☐
I know what I will wear to an interview.	☐	☐	☐
I have arranged transportation to and from interviews.	☐	☐	☐
I know how to follow up after an interview.	☐	☐	☐
I have scheduled job interviews with the companies I have identified.	☐	☐	☐
I know that I should wait to provide my Social Security Number until I am hired.	☐	☐	☐

My Disability

My Disability	Yes	No	Priority
I know what my disability is and can describe how it affects my work.	☐	☐	☐
If my disability is hidden, I have decided whether to disclose it or not.	☐	☐	☐
If I have decided not to disclose my disability, I know how to manage it on the job.	☐	☐	☐
If I have decided to disclose my disability or if my disability is evident, I know what accommodations and/or supports I need and can describe them to an employer.	☐	☐	☐
I have a routine for taking my medications if they are needed for my disability.	☐	☐	☐
I have a copy of my Summary of Performance and know whether or not I should share parts of it with an employer.	☐	☐	☐

My Job Keeping Skills

My Job Keeping Skills	Yes	No	Priority
I have skills and knowledge to do the jobs I am applying for.	☐	☐	☐
I know how to fill out my W-2, I-9 and other employment forms.	☐	☐	☐
I have transportation to and from my job.	☐	☐	☐

My References

My References	Yes	No	Priority
I have letters of reference from teachers, former employers and others.	☐	☐	☐
I have a copy of my unofficial high school transcript.	☐	☐	☐
I know how to request a copy of my official transcript from my high school.	☐	☐	☐

Adapted from [Project 10 Employment Readiness Checklist](#)