



# Steps to Finding a Job Checklist

Name: \_\_\_\_\_

***Complete this checklist as you are preparing to get a job. Always have your parents, family member, teachers, or someone else review each document for grammar, spelling, and overall content***

| Done                     | Steps and Description                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 1. Get experience through job shadowing, job sampling, work-based learning, or internships/co-op/volunteer <ul style="list-style-type: none"> <li>• Work with <a href="#">Michigan Rehabilitation Services (MRS)</a> or the <a href="#">Bureau of Services for Blind Persons (BSBP)</a> for opportunities to get this experience. These services are free and based on eligibility. Use the MRS or BSBP Locator (for the office nearest you)</li> <li>• Notes:</li> </ul> |
| <input type="checkbox"/> | 2. Complete your Personal Profile and Employment Supports <ul style="list-style-type: none"> <li>• Use goals, support needs, strengths, and interests to look for jobs</li> <li>• Notes:</li> </ul>                                                                                                                                                                                                                                                                       |
| <input type="checkbox"/> | 3. Create a resume <ul style="list-style-type: none"> <li>• Keep it to 1 page and use bullets to shorten content</li> <li>• Notes:</li> </ul>                                                                                                                                                                                                                                                                                                                             |
| <input type="checkbox"/> | 4. Create a cover letter for the job you are applying for with more specific information <ul style="list-style-type: none"> <li>• Notes:</li> </ul>                                                                                                                                                                                                                                                                                                                       |

| Done                     | Steps and Description                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | 5. Create a list of references and make sure you have permission to use their names <ul style="list-style-type: none"> <li>• Notes:</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                            |
| <input type="checkbox"/> | 6. Use your network to locate jobs including friends, family, teachers, and others <ul style="list-style-type: none"> <li>• Notes:</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                             |
| <input type="checkbox"/> | 7. Apply for jobs <ul style="list-style-type: none"> <li>• Finding the job(s) you are interested in on website, job board, referrals</li> <li>• Check <u>job descriptions</u> for skills needed for the job (will be part of the interview)</li> <li>• Complete Personal Information worksheet for reference in completing applications</li> <li>• Apply online or download application (follow company instructions)</li> <li>• Create and finalize your application and have someone review before sending</li> <li>• Notes:</li> </ul> |
| <input type="checkbox"/> | 8. Interview for jobs <ul style="list-style-type: none"> <li>• Use job description for job skills and write a script for each job skill to practice</li> <li>• Practice in a mirror or video yourself</li> <li>• Watch the video to see what went well or what you need to work on</li> <li>• Use your scoring sheet to evaluate yourself</li> <li>• Include your parents or someone to help give feedback and practice with</li> <li>• Notes:</li> </ul>                                                                                 |