



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	Description	Notes
	1. Get experience through job shadowing, job sampling, work-based learning, or internships/co-op/volunteer • Work with Michigan Rehabilitation Services (MRS) or the Bureau of Services for Blind Persons (BSBP) 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)	
	2. Complete your Personal Profile and Employment Supports • Use goals, support needs, strengths, and interests to look for jobs	
	3. Create a resume • Keep it to 1 page and use bullets to shorten content	
	4. Create a cover letter	
	5. Create a list of references	
	6. Use your network	
	7. Apply for jobs • Check job description for skill needed for the job (these are skills for interview) • Apply online or download application (follow company instructions) • Complete and submit application	
	8. Interview for jobs • Practice in a mirror or video yourself • Watch the video to see what went well or what you need to work on • Use your scoring sheet to evaluate yourself • Include your parents or someone to help give feedback and practice with	