

Use this checklist / worksheet to make notes as you are completing the learning modules for Employment 101. Add the information to the appropriate steps to keep a permanent record.

1C1/2	What Do You Need: <ul style="list-style-type: none"> • Experience • Education • Training • Credentials
1C1/3	Situations to plan around: <ul style="list-style-type: none"> • Family • Transportation • Work • Other Situations
1C2	Employability & Transferable Skills
1C3	Technical Skills
2A1	Previous Employment with: <ul style="list-style-type: none"> • Dates worked at each location • Names of supervisors • Address of jobs, and • Phone numbers of business • Email address of supervisor
2A1	Education - make a list of schools you attended. Gather: <ul style="list-style-type: none"> • Transcripts from the schools. • Copies of certificates earned. • Dates you attended, • Names of instructors and • Addresses of schools.
2A1	Licenses or Credentials <ul style="list-style-type: none"> • Organizations for license • Copies of licenses
2A1	References <ul style="list-style-type: none"> • 3 business connections <ul style="list-style-type: none"> ○ 1 ○ 2

	<ul style="list-style-type: none"> ○ 3 ● 3 personal connections <ul style="list-style-type: none"> ○ 1 ○ 2 ○ 3
2A1	Recommendations <ul style="list-style-type: none"> ● Letter from an employer ● Letter from a teacher ● Letter from a community connection
2A2	Keywords Action Words
2A3	Portfolio Items
2B1	Places to begin networking
3A1/3	Documents you need to locate to begin a job <ul style="list-style-type: none"> ● State Identification / Passport ● Social Security Card/ Green Card ● Veteran documents ● State or Federal Program recipient ● How many dependents
3A1/2	Personal or family obligations you need to tell a new boss.
3A2	Job Expectations

3A3	Career ladder moves
3B2	Financial Goals <ul style="list-style-type: none">• Emergency Savings• Paying off debt• Saving for future purchases
3C3	Volunteer Opportunities