



AUTISM TRAINING AND TECHNICAL ASSISTANCE PROJECT

Looking for a Job

Directions: Complete this checklist prior to searching for a job or volunteer experiences. Enlist the help of other adults who have gone through this process. Be prepared by checking each task “DONE.”

	In Progress	Needs Work	DONE
My resume is neat and professional in appearance.			
My resume lists my personal contact information.			
My resume provides all relevant information regarding education, work, and volunteer experiences.			
My portfolio, if applicable, of my best work is compiled, neatly organized, and ready to present.			
I listed three professional or work-related references and have supportive letters of recommendation to present when asked.			
I have knowledge of relevant network contacts for seeking job information and potential contact persons within businesses.			
I have a list of contacts and a plan to contact individuals within this network to inquire about job or volunteer experiences.			
I have knowledge of a wide range of informational sites relevant to potential jobs of interest.			
I am seeking out and applying for jobs within my qualifications.			
I recognize my potential challenges certain jobs my present regarding social issues, environmental issues, or job demands.			
I have a plan to overcome challenges specific to my needs.			
I have a 20-30 second introduction of myself portraying my strengths practiced and ready to share in an interview.			
I have a list of appropriate and relevant questions about the job and job site that clarifies information about the position			
I have practiced the interview process and role-played potential scenarios.			



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