ARE YOU READY FOR WORK?

Respond to each question. YES responses indicate you are prepared for entering the workforce. Anything with a NO response should be addressed by you and your support system to be ready for work.

	YES	NO
Do you have a State issued photo ID? (driver's license or state ID card)		
Do you have a Social Security Card?		
If you have a Social Security Card - did you sign it?		
Do you have reliable transportation?		
Do you shower daily and make sure to wear clean clothes each day?		
Do you have a working phone?		
Do you know what to say to an employer to follow up on a job application or when invited to attend a job interview?		
Is your ring-back tone and voicemail greeting appropriate?		
Are you able to complete a basic job application?		
Do you have a neat and up-to-date resume?		
Do you have 3 references you can provide?		
Is your email address professional?		
Are you able to identify and discuss your skills?		
Are you able to identify and improve your weaknesses?		
Are you able to identify needed work accommodations?		
Are you able to schedule your own appointments and show up on time?		
Are your Facebook and other social networking sites set to private?		
Do your social networking posts contain curse words or violent/offensive messages?		