

Employment Checklist

- Complete a career & personality assessment
- Use job search websites to find job postings
- Write a cover letter
- Compose a resume (use a template)
- Name 3 references including contact info
- Practice answering common interview questions
- Identify positive and negative job traits/ behaviors
- Understand appropriate dress code for interview and on the job
- Understand how employee benefits work
- Fill out a job application!