

Senior Checklist: World of Work

Name: _____ (check box when item is completed)

- 1. Go to your local Job Service/Workforce Development Agency to apply for current jobs. (Your voc rehab counselor can help you with this!)
- 2. Ask two or three adults if you can use them as a personal reference as you begin your quest for a job. Make sure that they are a good choice: Write down their names for correct spelling, complete address, and phone numbers so you have it for your job applications.
- 3. Go to area businesses and fill out job applications. (Hint: take it home and make a copy - - fill out the copy, and then copy it **NEATLY** to the real application. This is an area where neatness really **DOES COUNT!**)
- 4. Check your FACEBOOK/social media accounts.... Are there pictures/comments on them that would make a prospective employer **NOT** hire you? Clean up your sites - - these are **PUBLIC** domains!!
- 5. Go back/call the places that you have left applications to check on the status at least every two weeks. This shows prospective employers that you are serious about wanting the job.
- 6. If called for an interview, remember to:
 - Dress well - - first impressions really do count!
 - Arrive at least 10 minutes early
 - Shake the interviewer's hand as you greet him/her
 - Sit up in your chair - - be aware of nervous habits so you do **NOT** do them!
 - Tapping toes, cracking knuckles, drumming a pencil, etc.
 - Keep good eye contact during the interview
 - Ask for questions to be restated/clarified if you do not understand them
 - Ask when a decision about the position is expected, and if they are going to call and let you know one way or the other at the end of your interview
 - **Thank them** at the conclusion of your interview 😊
- 7. Contact information for your school district's Iowa Vocational Rehabilitation Services (IVRS) Counselor
 - Voc Rehab counselor's name: _____
 - Voc Rehab Office Phone number: _____