

**JOB SEEKING SKILLS****SKILL: Completing an application****Meets Expectation**

Application is completed in blue or black ink.	
The application is neat and legible.	
All lines/sections are completed, or marked "N/A" as appropriate.	
All words are spelled or abbreviated correctly.	
Information is placed on appropriate lines/sections.	
The participant's address and a telephone/message number are included.	
Work history is listed in the requested order.	
Education/training history is listed in the requested order.	
All requested references are listed.	
COMMENTS:	

**SKILL: Make career decisions and understanding how personal skills can be applied in a variety of work settings****Meets Expectation**

Identifies a particular job/occupation and presents reasons for selecting that career based on personal interests and preferences including anticipated working conditions (indoors/outdoors; data/people/things; active/sedentary, etc.)	
Identifies and describes career/job in which personal skills can be applied	
Identifies and describes necessary education/training for entry and advancement in career/job.	
COMMENTS:	

**SKILL: Using labor market information****Meets Expectation**

Identifies the occupational outlook for the job/occupation (based on income needs)	
Identifies at least 3 job openings	
Identifies at least 2 businesses where the desired job may be found (based on personal values)	
Identifies at least 2 businesses that currently have openings in a job/occupation where personal skills can be utilized	
COMMENTS:	

**SKILL: Preparing a resume****Meets Expectation**

Resume is typed and neat.	
Resume is free of spelling, grammatical and typographical errors.	
Resume is presented in an organized format.	
Resume includes name, address, and telephone/message phone number.	
Resume includes career objective.	
Resume includes work and/or volunteer history.	
Resume includes accomplishments.	
Resume includes education/training.	
Resume includes skills, abilities, and strengths.	
References are listed.	
COMMENTS:	

**SKILL: Preparing a cover letter****Meets Expectation**

Cover letter is typed, neat, and organized.	
Cover letter is free of spelling, grammatical and typographical errors.	
Cover letter is in business letter format.	
Cover letter opens with a statement expressing the purpose of writing.	
Cover letter includes a statement with one or more of the following: job skills, job experience, education/training.	
Cover letter includes a statement of interest in a specific job or company.	
Cover letter indicates an anticipated action by either the employer or applicant.	
COMMENTS:	

**SKILL: Interviewing****Meets Expectation**

Participant is on time for the interview.	
Expresses self clearly	
Is appropriately dressed and well groomed.	
Provided all documents as requested	
Provides complete and appropriate responses to all questions	
Asks appropriate and relevant questions	
Describes previous job experiences	
Expresses current skills that can be transferred to next job	
Demonstrates a positive attitude	
Demonstrates appropriate body language	
Ends interview with a positive statement of interest	
COMMENTS:	

**SKILL: Preparing a letter of appreciation****Meets Expectation**

Letter is typed, neat, and organized.	
Letter is presented in an organized format.	
Letter is free of spelling and grammatical/typographical errors	
Letter includes name, address, and phone number of applicant	
Letter expresses abilities and interest in job.	
COMMENTS:	

**SKILL: Conducts and demonstrates appropriate telephone skills****Meets Expectation**

Identifies self and reason for calling	
Asks to speak to appropriate person	
Is polite and concise when inquiring about job availability and requesting job information	
Utilizes salutations properly	
Is prepared to write down information	
COMMENTS:	

**SKILL: Understands labor laws and rights as a worker****Meets Expectation**

Recalls laws pertaining to employment of youth 16-17 years old	
Recalls laws pertaining to employment of youth 14-15 years old	
Identifies and calculates allowable working hours according to age group	
Identifies hazardous employment per age group (14-15 and 16-17 years old)	
Identifies minimum wage standards for the state of California	
Identifies discriminatory practices	

Identifies reporting and grievance procedures in the their place of employment	
Identifies sources of information in regard to worker rights	
COMMENTS:	

**SKILL: Using job search techniques & Using computer technology****Meets Expectation**

Demonstrates understanding and ability to use a variety of job search techniques to identify job openings	
Identifies and lists five (5) resources that identify job openings	
Enrolls in Cal Jobs via the Internet	
Produces Cal Jobs printouts and other computer-generated pages of websites, job searches, etc.	
COMMENTS:	