

Career Readiness Checklist

Name: _____ SID: _____ Desired Occupation: _____

Work Authorization Documents



- Social Security Card, Driver's License
- Residency and Authorization to Work Documentation (if necessary)

Jobs4TN Account



- Jobs4TN Account is created for the jobseeker with all skills, experience, and resume uploaded to provide quality referrals.

Identify a Clear Career Goal



- Audit for current skills, experience, education, and certifications.
- Compare to Labor Market Information to identify best decision.

Employer-Ready Resume



- Confirm there are no grammatical errors and has all necessary information.
- Align resume with common job descriptions of desired occupation.

Interview Skills



- Conduct mock interviews with common questions to build confidence.
- Develop verbal and nonverbal communication skills.

Interpersonal Skills



- Communication, reliability, dependability, conflict resolution, hygiene, etc.
- Develop professional email and voicemail & conduct a social media audit.