



TENNESSEE DEPARTMENT OF LABOR & WORKFORCE DEVELOPMENT

RE-EMPLOYMENT SERVICES ASSESSMENT
PROGRAM WORKBOOK

JOBS4TN  **ONLINE**

WWW.JOBS4TN.GOV

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Practice Application

The following represents an application that you would complete for an employer. The application helps the employer determine who the best candidates are. Have your case manager review your application to find those potential "red flags".

| | |
|-----------------|-----------------|
| Last Name: | First Name: |
| Street Address: | City/State/Zip: |
| Phone: | Email: |

Availability

| Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|-----|-----|------|-----|-------|-----|-----|
| | | | | | | |

How many hours are you willing to work per week? Minimum _____ Maximum _____

Position Applying for: _____

Required Salary: \$ _____ Date you are available to start: _____

Status of work you are interested in:

_____ Full -Time _____ Part-Time _____ Temporary _____ Contract _____ Seasonal

Willing to relocate: _____ Yes _____ No _____ Maybe

Education

| | | | |
|--|-------|--|----------------|
| <i>Circle last grade completed: 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20</i> | | | |
| Name and Location (<i>City and State</i>) of Last High School Attended | | GED Certificate: <input type="checkbox"/> Yes <input type="checkbox"/> No | |
| Graduated? <input type="checkbox"/> Yes <input type="checkbox"/> No | | Issued By: | |
| Name and Location of College or University | Major | Minor | Type of Degree |
| | | | |
| | | | |
| | | | |

Tell Me About Yourself

It's important to learn how to explain your skills and achievements because you will encounter these questions when filling out applications. The following questions are going to ask you about YOU. Complete them as if you were completing them for an employer.

What did you enjoy least about your last job?

What type of experience do you have?

What do you do well?

What are your accomplishments from previous employment?

Why should we hire you?

Interview Questions

The interview can be one of the most important parts of the job searching process. It's not just about what you say, but the manner in which you answer the question. Therefore it is important to be prepared during the interview. Answer the following questions as if you were sitting in an interview.

What are your weaknesses?

What are your goals?

What can you do for us that other candidates can't?

The following are other common questions you may be asked during an interview:

- Why do you want to work here?
- Why did you leave (or Why are you leaving) your job?

You may also receive "strange" questions during the interview. This is so the interview can gauge how you respond more so than what you say:

- What is your favorite animal?
- What do you do for fun?

Meeting with the Employer

How are you perceived during your initial meeting with an employer? Your first impression says a lot about who you are. Are you making a good first impression? In the boxes below select how you think an employer will view these traits.

| | | | |
|--|---|--|--|
| Eye Contact: ___ Good ___ Bad ___ Neutral | | | |
| Sarcasm: ___ Good ___ Bad ___ Neutral | | | |
| Attentiveness: ___ Good ___ Bad ___ Neutral | | | |
| Smell of Smoke: ___ Good ___ Bad ___ Neutral | | Use of Slang: ___ Good ___ Bad ___ Neutral | |
| Professional Clothing: ___ Good ___ Bad ___ Neutral | | Courteous Manners: ___ Good ___ Bad ___ Neutral | |
| Firm Handshake: ___ Good ___ Bad ___ Neutral | | Facial Piercings: ___ Good ___ Bad ___ Neutral | |
| Visible Tattoos: ___ Good ___ Bad ___ Neutral | Genuine Smile: ___ Good ___ Bad ___ Neutral | Fidgeting: ___ Good ___ Bad ___ Neutral | |
| Sarcasm: ___ Good ___ Bad ___ Neutral | Enthusiastic: ___ Good ___ Bad ___ Neutral | Late Arrival: ___ Good ___ Bad ___ Neutral | |
| Poor Posture: ___ Good ___ Bad ___ Neutral | Weak Handshake: ___ Good ___ Bad ___ Neutral | No Obvious Odor: ___ Good ___ Bad ___ Neutral | |
| Casual Clothing: ___ Good ___ Bad ___ Neutral | Groomed Hair: ___ Good ___ Bad ___ Neutral | Knowledge of Employer: ___ Good ___ Bad ___ Neutral | Well-Spoken: ___ Good ___ Bad ___ Neutral |

Select 3 items above that you wish to improve upon:

1. _____

2. _____

3. _____

The Job You Want

*What do you want to do? For the following questions, choose a job in which you would like to work.
Proceed to answer the questions with that desired job in mind.*

1. Desired Title (Job/Career):

2. What are basic requirements for this job?

3. How many requirements do I possess?

4. Which of these requirements do I need to obtain?

5. List actions completed to obtain requirements

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____
- 7) _____
- 8) _____
- 9) _____
- 10) _____

6. How do I obtain the missing qualifications?

List 5 people you know well:

List 5 people you've worked with:

Networking

Every person you meet is a potential member of your network. Use this page to get a visual of your current Network.

List 5 people that you socialize with:

List 5 people that you met recently:

The Job, the Company, and the Network

It will take more than completing an application to get that coveted interview or job. Take some time to assess those applications you are entering. Does that company have a position you want? How are you applying for these jobs? Are you making follow-ups or contacts at these companies?

Ideal Position: _____

Choose 5 companies that you would like to work for. Do they have that “ideal position”?
Have you applied at that company yet?

| Company | Did You Apply for Job? | How did you apply? |
|---------|------------------------|--------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

Now that you have 5 companies you are interested in it is time to find contacts/connections. Having connections at the company in which you apply can increase your chances of obtaining a job.

Does anybody from your network work at these companies?

| Company | Contact/Connection |
|---------|--------------------|
| | |
| | |
| | |
| | |
| | |

How helpful is your network in getting you into the company in which you wish to work? Can they help? Or do you need to continue expanding your network?

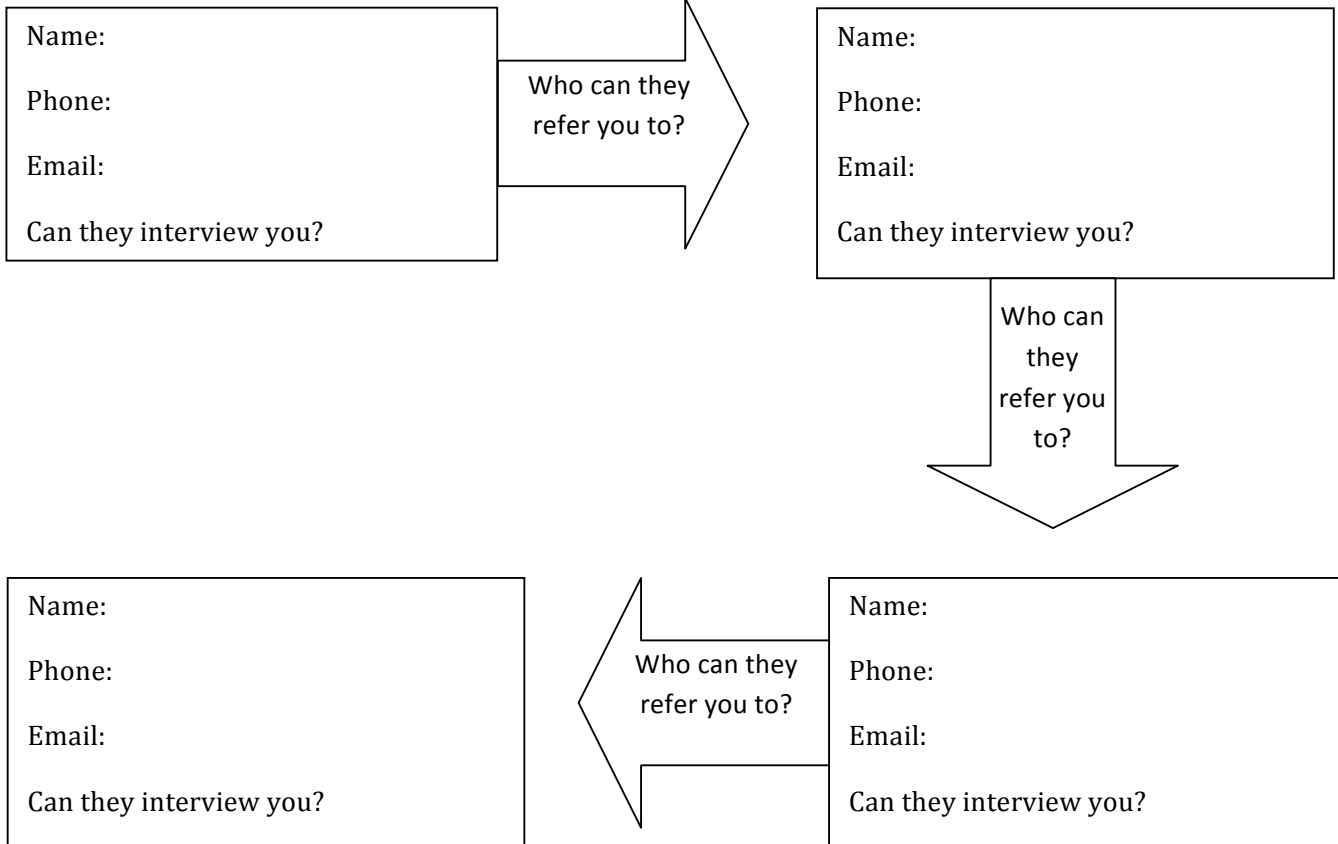
Utilizing Your Network

Your network can help you get a job by connecting you to the right person. If a person in your network can't hire you, they can still be useful. Can they refer you to someone in a higher position? Continue to get referrals till you have the opportunity for a job interview.

Company Name: _____

Contact in Company: _____

Who can your contact refer you to?



Continue to utilize this method, and you will eventually talk to the right person in the right position to help you get a job. Some contacts may not be able to help. If that is the case, try a new lead.

Tip for successful networking

Networking is a successful way to find a job, but you must have the proper approach in order to successfully network. You must think about how you can help others in order to get help yourself. If you are not willing to help connect others, then you can't expect others to help connect you.

Time Observation

Time is a precious and limited resource, and how you spend your time is very important. For the following questions, rate yourself between 0 (no time) and 10 (a large portion of time) on how you spend your time.

How much time do you spend reading educational material?

0 1 2 3 4 5 6 7 8 9 10

How much time do you spend watching TV or Movies?

0 1 2 3 4 5 6 7 8 9 10

How much time do you spend playing video games?

0 1 2 3 4 5 6 7 8 9 10

How much time do you spend on the internet for entertainment purposes (web surfing, social media, etc)?

0 1 2 3 4 5 6 7 8 9 10

How much time do you spend socializing (in person) with family or friends?

0 1 2 3 4 5 6 7 8 9 10

How much time do you spend volunteering?

0 1 2 3 4 5 6 7 8 9 10

How much time do you spend commuting from place to place?

0 1 2 3 4 5 6 7 8 9 10

How much time do you spend with job searching (completing applications, working on resume, attending networking events, etc.)?

0 1 2 3 4 5 6 7 8 9 10

How much time do you spend at school or training program (including homework)?

0 1 2 3 4 5 6 7 8 9 10



Time Management

Think about how you spend your time on a daily basis. Is that time being spent productively? Or could you spend more time towards finding a job?

What do you spend most of your time doing?

What do you spend most of your free time doing?

How much time do you spend searching for work?

Are you making the best use of your time?

What does the way you spend your time say about you?

Would you be willing to discuss how you spend your time with a potential employer?

In an effort to further your career, what time sacrifices would you be willing to make?

Weekly Calendar

An easy way to help you keep track of your time is by maintaining a calendar. For the next week utilize this calendar to help keep track of the time you spend. Remember to set aside time to look for work, work on your resume, etc...

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------|--------|--------|---------|-----------|----------|--------|----------|
| 12:00 AM | | | | | | | |
| 1:00 AM | | | | | | | |
| 2:00 AM | | | | | | | |
| 3:00 AM | | | | | | | |
| 4:00 AM | | | | | | | |
| 5:00 AM | | | | | | | |
| 6:00 AM | | | | | | | |
| 7:00 AM | | | | | | | |
| 8:00 AM | | | | | | | |
| 9:00 AM | | | | | | | |
| 10:00 AM | | | | | | | |
| 11:00 AM | | | | | | | |
| 12:00 PM | | | | | | | |
| 1:00 PM | | | | | | | |
| 2:00 PM | | | | | | | |
| 3:00 PM | | | | | | | |
| 4:00 PM | | | | | | | |
| 5:00 PM | | | | | | | |
| 6:00 PM | | | | | | | |
| 7:00 PM | | | | | | | |
| 8:00 PM | | | | | | | |
| 9:00 PM | | | | | | | |
| 10:00 PM | | | | | | | |
| 11:00 PM | | | | | | | |



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