

EMPLOYMENT

Employment Checklist:



- **Develop a plan** and set short, intermediate and long-term goals for your transitional job vs. career.
- Make sure you have all **forms of identification** (i.e. birth certificate, social security card and photo ID) as you will have to complete an I-9 form if you are hired.
- Update your **resume** and connect with your references.
- Set-up a professional **email account** and make sure your voicemail is set up on your telephone with a professional message.



- **Job search:**
 - Create a list of who is in your network.
 - Look into smaller and medium-sized employers in industries such as construction, warehouse/logistics, food service, and customer service.
 - Utilize search engines such as CTHires.com, Indeed.com, CareerBuilder.com, and Glassdoor.com and local services such as American Job Center (AJC) in your area and the Goodwill Career Centers.



- **Interview preparation:**
 - Research the job and company ahead of time.
 - Practice, practice, practice! Review your skills and resume.
 - Dress to impress for the interview.
 - Remember to ask questions when given the opportunity.
 - Send a thank-you note within 24-48 hours of the interview.



- Remain **positive and patient** as you seek to find the best fit. Good luck!