

WORKFORCE SOLUTIONS WORK SEARCH ASSESSMENT DESK AID

Use this desk aid when an interview leads you to believe that your customer will benefit from a discussion about how to conduct a successful work search.

This desk aid will help you guide the conversation with your customer.

****Do not use this as a form or ask the customer to write in answers.
Use this desk aid as a guide for your conversation.****

1. How long have you been looking for work?
2. How do you apply for jobs?
 - In person
 - Telephone call
 - Mail resume
 - Email resume
 - Other
3. Approximately how many applications have you submitted? _____
4. Have your applications resulted in interviews? _____
5. Have you received job offers? _____
6. If you do not have job offers, or the job offers have not been satisfactory, why do you believe you are unable to find work that you consider satisfactory?

Note: Next steps for your customer may include helping her understand “how” to look for work as well as where to look.