

<b>Name</b>		<b>Counselor</b>
<b>List of Career Interests</b>	•	

## Straight to Work Action Plan

### 1. Update your resume & practice interviewing

Activities	Date completed
Resume updated	
Interview practice	

### 2. Establish list of references

(Make certain you select references who are not family members and can best speak to your work-related skills)

Name & Address	Phone number

### 3. Make sure documents are in order

	Documents
<input type="checkbox"/>	Current driver's license
<input type="checkbox"/>	Original birth certificate
<input type="checkbox"/>	Passport
<input type="checkbox"/>	Social Security card

#### 4. Make sure you meet the qualifications

	Qualifications
<input type="checkbox"/>	Food handlers permit
<input type="checkbox"/>	Pass a random drug test
<input type="checkbox"/>	Pass a criminal background check
<input type="checkbox"/>	Performance test

#### 5. Research employers – find out which are the best match for you.

Potential Employers	Starting Pay	Pay Increase Increments	Benefits	On the Job Training	Tuition Reimbursement	Advancement Options	Connection to Interests	Connection to Career Goals	Date Completed Application	Interview	Follow-Up

#### 6. Fill out applications

- Use blue or black pen (NOT PENCIL)
- Write legibly
- Fill in all information
- Be honest and check answers

## **7. Prepare for Interviews**

- Put your best foot forward
- Dress one notch above required job attire
- No gaudy jewelry/cover tattoos/remove face jewelry
- Arrive 15 minutes early
- Bring Resume
- Research about company so you can ask intelligent questions

## **8. Follow Up Calls**

- Call to confirm interview appointment time
- Call after interview to say you are interested and ask when a decision will be made