



# ARIZONA ROADMAP TO VETERAN EMPLOYMENT

## JOB SEEKER - JOB SEARCH CHECKLIST

The Arizona Roadmap to Veteran Employment is a statewide plan that engages public and private sector organizations with a goal of connecting service members, veterans and their family members to employment opportunities, training & resources.

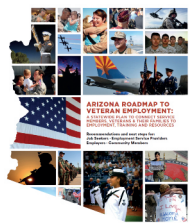


This checklist is a tool for service members, veterans and their family members to use when looking for employment. Completing this checklist can help you clarify where you are now and possible next steps in your job search. If you are working with an employment service provider or program, you can also show this to the person you are working with to give them a better idea of what programs or resources might be a good fit.

### SECTION ONE: CURRENT SITUATION

<b>What is your current employment status?</b> <input type="checkbox"/> Employed full-time <input type="checkbox"/> Employed part-time <input type="checkbox"/> Unemployed <input type="checkbox"/> Not employed by choice <input type="checkbox"/> Retired <input type="checkbox"/> Self-employed	Your job search strategies may differ depending on if you are currently working or not, if you're changing fields or types of positions and how much time you have to find a position.
<b>If you are currently employed:</b>  <b>Do you consider yourself underemployed?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure  <b>Do you have any concerns about maintaining your current employment (e.g. downsizing, dissatisfaction, workplace conflict, etc.)?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure	You may be underemployed if you are working in a position that does not maximize your abilities and current earning potential.  If you have concerns about maintaining your current employment, you can try to address current issues while also taking proactive steps to consider your other employment options.
<b>Are you actively looking for employment?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Planning to	
<b>What type of position are you looking for?</b> <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time	
<b>Are you currently enrolled in school?</b> <input type="checkbox"/> Full-time student <input type="checkbox"/> Part-time student <input type="checkbox"/> Prospective student <input type="checkbox"/> Not a student	There may be positions available at your school (e.g. work study) or there may be resources on campus to help you connect to external job opportunities.

The Arizona Roadmap to Veteran Employment is provided in partnership by the Arizona Department of Veterans' Services and the Arizona Coalition for Military Families. This effort is funded in part by the Office of the Governor, the Governor's Office of Youth, Faith and Family, Cisco and other public and private sector partners.



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### SECTION TWO: PLAN

<p>Who is available to help or support you in your job search?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> My spouse or significant other</li> <li><input type="checkbox"/> Another family member or friend</li> <li><input type="checkbox"/> An employment service provider</li> <li><input type="checkbox"/> Other</li> <li><input type="checkbox"/> I am job searching on my own</li> </ul>	<p>A survey of Arizona job seekers showed that a majority did not access any supportive resource and those who did mostly used online resources. If you are searching on your own or have only a family member or friend to help, consider connecting to the many job search resources available throughout our state.</p>
<p>Have you accessed any programs designed to help job seekers find employment? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure</p> <p>If yes, what types of programs or resources have you used?</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Online job sites/boards</li> <li><input type="checkbox"/> Informational websites</li> <li><input type="checkbox"/> Job fairs</li> <li><input type="checkbox"/> Workshops or classes (e.g. resumes, interviewing skills, etc.)</li> <li><input type="checkbox"/> One-on-one assistance or case management (e.g. career coaching, job preparation, matching to jobs and/or employers)</li> <li><input type="checkbox"/> Referrals to other resources (transportation, financial assistance, work clothing, etc.)</li> <li><input type="checkbox"/> Other</li> </ul>	<p>Did you know that there are many options when accessing supportive resources for job search? It's not one size fits all and you could end up using a combination from military, government and community organizations in your job search process.</p> <p>To find links to just a few of the resource options, visit this page:</p> <p><a href="http://arizonacoalition.org/employment/job-seekers-2/">http://arizonacoalition.org/employment/job-seekers-2/</a></p>
<p>Have you ever taken a career assessment?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure</p>	<p>A career assessment can help identify different options that are a good fit for you.</p>
<p>Are you interested in alternative paths to employment (e.g. apprenticeships, internships, service learning, etc.?) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unsure</p>	<p>There are many options to help you gain experience and training in the workforce or a field that's new to you. By thinking outside the box, you may have the opportunity to connect to a career path that will build on your skills and help you head in a new direction.</p>
<p>Have you researched jobs or career fields in any of the following ways:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Company research websites (e.g. hoovers.com or glassdoors.com)</li> <li><input type="checkbox"/> Employer websites</li> <li><input type="checkbox"/> Met with people in the industry</li> <li><input type="checkbox"/> Met with someone in the company</li> </ul>	<p>As you search for a job, consider all the ways that you can learn as much as possible about the positions, employers and industries you are considering. This information will help guide your job search and help you when it comes time to interview.</p>



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### SECTION THREE: PREPARATION

If you have served in the military (current or past), have you done a complete translation of your military experience and skills to the civilian equivalents?

☐ Yes ☐ No ☐ Partial

Have you identified your military training and experience that would benefit a civilian employer?

- ☐ Any leadership schools or training
- ☐ Leadership positions held (team leader, squad leader, platoon sergeant/leader etc...)
- ☐ Extra duty positions (career counselor, combat lifesaver, unit prevention leader etc...)
- ☐ Military on-the-job training certificates

Be proactive in translating your military experience, skills and training, whether you are looking for a similar position in the civilian workplace or whether you want to make a career path change. There are many resources available to assist you with this process. The better you understand how your military experience relates, the better you will be able to share that with a potential employer.

Do you have a resume? ☐ Yes ☐ No ☐ Unsure

If yes, which of the following have you done? Check all that apply

- ☐ My resume is a draft (not ready for use).
- ☐ I have had one or more other people review the content.
- ☐ I have had one or more other people proofread for errors and typos.
- ☐ I know how to customize my resume for a specific job, employer and/or industry.
- ☐ I have used my resume to get a job in the past.

Your resume is a critical part of your job search. Put the necessary time in to making sure it best represents what you bring to the table as a potential employee.

Your resume should only be considered complete once you have had other people review and proofread it. One typo in your resume may make the difference between becoming a candidate or not! And tailoring your resume for a specific position can help you stand out.

Which of the following have you planned for or thought about relating to job interviews?

- ☐ What you will wear (clothing, shoes, accessories, grooming).
- ☐ What you will bring.
- ☐ What you will say and do (proper handshakes, responses to potential questions, etc.).
- ☐ How you will get there.
- ☐ Any other details (time off work if currently employed, childcare, etc.).

Make sure you also focus on preparing to interview. This is best done before you even receive a call to schedule an interview. Consider all the elements listed as you prepare.

We hope this job search checklist has helped you identify where you're at, plan for what's next and prepare for your job search. Please email us with any feedback about the checklist.

Links to supportive resources for job search: <http://arizonacoalition.org/employment/job-seekers-2/>