

# The Work-Readiness Checklist

## Personal Qualities

- Will I show up for work on time, everyday?
- Can I stay until the workday is over?
- Am I willing to follow company rules even though I may not agree with them?
- Can I keep a positive attitude when things do not go as planned?
- How will I deal with the stress that comes with a job?
- Do I present a neat appearance and pay attention to personal hygiene?
- Is the information I will share on the application true and accurate?

## Social Skills

- Will I try to learn from my mistakes?
- Can I accept correction or criticism and respect other peoples' ideas?
- Do I typically say please and thank you and use good manners?
- Am I accepting and tolerant of others regardless of race, religion or nationality?

## Communications Skills

- Can I read, understand and fill out a job application? Can I read and understand other employment documents like an employee handbook?
- Do I know the difference between stating facts and stating my opinion?
- Do I know English well enough to follow directions and safely do my job?
- Can I write clearly so that others can read it?
- Will I ask my supervisor questions if I need help?
- Can I follow multiple step directions?

## Team Work

- Am I a team player, willing to help others and accept help?
- Can I work to make everyone on the team successful?
- Will I listen to what others say and be willing to share what I think?

## Education

- Do I have a high school diploma or GED®?
- Am I able to use a computer?
- Can I do simple math problems like add and subtract?

## Childcare, Transportation & Other Support

- Do I have reliable childcare? Do I have a backup plan if my regular childcare falls through?
- Can I get to work? Do I have reliable transportation? Do I have a backup plan if my car breaks down?
- Are those in my life supportive of my decision to go to work?

## Barriers to Employment

If you are having any problems in the areas below, please contact the resource listed to get help.

- Dishonorable Discharge? Visit:  
<http://www.military.com/benefits/records-and-forms/discharge-review.html>
- Poor credit or bankruptcy? Contact:  
St. Martin Center (814-452-6113, ext. 207) *or*  
GECAC (814-459-4581, ext. 499)
- Work clothes? Contact:  
St. Martin Center (814-452-6113, ext. 227) for men's clothes *or*  
Dress for Success (814-456-0733) for women's clothes
- Drug or alcohol issues? Contact:  
Erie County Office of Drug and Alcohol Abuse (814-451-6877)  
<http://eriecountygov.org/government/departments/humanservices/humanservices.aspx>
- Criminal history? Contact:  
CareerLink (814-455-9966) <http://www.cwds.state.pa.us> *or*  
Second Chance Ministries <http://www.scmpa.com/> *or*  
National Hire Network <http://www.hirenetwork.org/clearinghouse>



Ready,  
Willing  
& Able!

**ERIE**   
**TOGETHER**  
LEARN • WORK • THRIVE

## Keys to Getting & Keeping a Job

### *Am I Ready to Work?*

This seems like a simple question, but what does it really mean? There are basic qualities and skills employers are looking for when they interview someone for a job.

The Work Readiness Checklist on the other side of this document has been created to help you think about some of these qualities and skills that employers are looking for when they are hiring. You can go through the checklist by yourself, with a friend or family member, or someone you trust in your community. Some of these questions may be very easy for you to answer, while some questions may be more difficult.

The important thing is not to give up if you need help with some of the questions. Here is a list of places for you to contact for help:



### **Job Search Assistance**

PA CareerLink®  
155 West 8th Street, Erie PA 16501  
Phone: 814-455-9966  
[www.cwds.state.pa.us](http://www.cwds.state.pa.us)

### **Adult Basic Education & GED® Prep**

Stairways Adult Education Center  
2185 West 8th Street, Erie PA 16505  
814-878-2004  
[http://www.stairwaysbh.org/adult\\_education/](http://www.stairwaysbh.org/adult_education/)

GECAC Adult Learning Center  
440 West 18th Street, Erie PA 16502  
Phone: 814-451-5611  
[www.gecac.org](http://www.gecac.org)

The Northwest Tri-County Intermediate Unit  
252 Waterford Street, Edinboro PA 16412  
814-734-5610 or 1-800-677-5610  
[www.iu5.org](http://www.iu5.org)

Warren Forest Higher Education Council  
(*Servicing Erie County*)  
589 Hospital Drive, Suite F, Warren PA 16365  
814-723-3222  
[www.hi-ed.org](http://www.hi-ed.org)

St. Benedict Education Center  
330 E. 10th Street, Erie PA 16503  
814-452-4072  
[www.eriebenedictines.org/ministries#sbec](http://www.eriebenedictines.org/ministries#sbec)

Multicultural Community Resource Center  
554 East 10th Street, Erie PA 16503  
814-455-0212  
[www.mcrcerie.org](http://www.mcrcerie.org)

Khan Academy  
([www.khanacademy.org](http://www.khanacademy.org))

Visit [www.ErieTogether.org](http://www.ErieTogether.org) for details on the services offered through the resources listed above, as well as additional information.