

# Next Steps to Success

Name: \_\_\_\_\_  
Date: \_\_\_\_\_

## Inventory of your skills

- Choices
- Employment Readiness Scale
- [WorkforceExplorer.com](http://WorkforceExplorer.com)
- WOIS
- Other \_\_\_\_\_

## Enhancement of your skills

- Microsoft Applications\*
- Job Seeker Network
- Job Hunter Workshops\*

## Job seeking tools

- Complete generic application
- Complete/update resume
- Complete/update cover letter
- Obtain appropriate email/voicemail
- Maintain accurate job log
- Other steps: \_\_\_\_\_

## Referral for additional information

- Unemployment Insurance [www.go2ui.com](http://www.go2ui.com) or 1.800.318.6022
- Commissioner Approved Training/Training Benefits Orientation\*
- WIA Adult Program\*
- WIA Dislocated Worker\*
- WIA Youth Orientation\*
- Job Corps
- Community/Technical Colleges (GED, ABE, ESL, Worker Retraining)
- Other: \_\_\_\_\_

(Appointment Necessary\*)