

Youth **Job Search Knowledge and Skills**

Please read each statement and place a check mark (☐) under:

Yes if you learned how do to the item listed during this program

No if you did not learn how do to the item listed during the program

Not Sure if you are not sure if you learned the information in each statement

Already Knew if you already knew how to do the item listed before participating in this program

	Yes	No	Not Sure	Already Knew
During this Program:				
1. I learned how to write a Cover Letter	—	—	—	—
2. I learned what to include on a resume	—	—	—	—
3. I learned the types of words to use on a resume to describe my knowledge & skills	—	—	—	—
4. I learned how to dress for an interview	—	—	—	—
5. I learned how to better my personal appearance or grooming for an interview	—	—	—	—
6. I learned what to bring with me to the interview	—	—	—	—
7. I learned how to talk during an interview	—	—	—	—
8. I learned about good posture	—	—	—	—
9. I learned about good body language	—	—	—	—
10. I learned how to give a firm handshake	—	—	—	—
11. I learned how to discuss my strengths	—	—	—	—
12. I learned some questions that may be asked and how to answer them	—	—	—	—
13. I learned how to show more confidence during an interview	—	—	—	—
14. I learned how to plan or prepare for the interview	—	—	—	—
15. I learned what I should do after the interview to follow-up with the employer	—	—	—	—