**BASIC FACTS ABOUT ME**
Job Skills/Interest Inventory

**Directions:** Please print neatly or word-process the following information for your training file.

**Name:** ________________________________________________________________

**Current Employment Status:** (please circle one) Date: _______

- Seeking Employment
- Unemployed

If unemployed (and not currently looking for work), what keeps you from seeking employment? (please circle one)

- Academic Course Load
- Family Responsibilities (Such as caring for a sibling)
- Sports
- Health/Injury
- Other __________________________

What do you consider to be your personal strengths and/or what marketable skills do you possess?

____________________________________________________________________

____________________________________________________________________

What are your personal goals for this year? How do you plan to achieve them?

____________________________________________________________________

____________________________________________________________________

What are your long term goals (college? career?) & what are you doing now to help you achieve those?

____________________________________________________________________

____________________________________________________________________

If seeking employment, what type of job interests you?

____________________________________________________________________

____________________________________________________________________

What are you looking for in a part-time job? What is important to you as you consider possible options for employment?

____________________________________________________________________

____________________________________________________________________

What days/hours are you available for work? How many hours a week would you like to work?

____________________________________________________________________