

# DOL-128 Companion

# Recommendations for Job Search Skills Enhancement

The DOL-128/*Your Job Search Skills Assessment* responses noted below indicate the need for assistance. Appropriate referrals, which may be required, include the following workshops and services:

DOL-128 Questions		Response	Suggestions for Workshops and Services
Job Target	1	No	Appointment with a Career Development Specialist and any of the following as needed: <ul style="list-style-type: none"> <li>• Career Exploration workshop</li> <li>• Transferable Skills workshop</li> <li>• Assessments such as COPSsystem, Myers Briggs Type Indicator (MBTI), Self Directed Search (SDS)</li> </ul>
	2		
	3	Yes	
	4		
	5	No	
Computer Skills	6	No	Workshops in any of the following as needed: <ul style="list-style-type: none"> <li>• Computer Basics</li> <li>• Microsoft Word, Excel, Access, PowerPoint, Outlook – as appropriate for the individual</li> <li>• Email for Beginners</li> <li>• Internet Job Search</li> <li>• Online Job Applications</li> </ul>
	7		
	8	Any software unchecked?	
	9	No	
Résumé	10	No	An appointment with a Certified Professional Résumé Writer and any of the following as needed: <ul style="list-style-type: none"> <li>• Résumé Basics/Advanced Résumé workshops</li> <li>• Résumé Critique</li> <li>• Cover Letters workshop</li> </ul>
	11	No or skipped	
	12		
	13		
	14		
	15		
Job Search Strategy	16	No or skipped	Workshops in any of the following as needed: <ul style="list-style-type: none"> <li>• Networking</li> <li>• Internet Job Search</li> <li>• Social Media/LinkedIn</li> <li>• Job Search Strategies</li> </ul>
	17	Not utilizing all search methods that may be appropriate for the individual?	
	18	No	Workshops in any of the following as needed: <ul style="list-style-type: none"> <li>• Networking</li> <li>• Internet Job Search</li> <li>• Social Media/LinkedIn</li> <li>• Job Search Strategies</li> </ul>
Interviewing Skills	19	No	Interviewing Skills workshop
	20		
	21	Yes	
	22	No	
	23		
	24		
	25		