

ACTION PLAN

This action plan can go with the other paperwork you might have to take to your interview.

BEFORE APPLYING FOR A JOB

What job vacancy to pick?

Choosing a job can be difficult, however, things that you should consider include;

What work environments / conditions would you enjoy and which would you find challenging?

Answer in the box

What working hours would you enjoy and which would you find challenging? Answer in the box

What sectors are you interested in working in? Answer in the box

What qualifications does the job require? Answer in the box

What experience does the job require? Answer in the box

Tick the box if the answer is 'yes'

Is the job in an environment / condition I would like?

Tick the box if the answer is 'yes'

Are the working hours ones I would like?

Tick the box if the answer is 'yes'

Is the job in a sector I'm interested in?

Tick the box if the answer is 'yes'

Have you got the right qualifications to get the job?

Tick the box if the answer is 'yes'

Have you got the right experience to get the job?

What job to pick?

Sometimes there might be more than one job vacancy that you are interested in applying for.

Try considering the following questions when deciding which job to apply for; how far are you happy to travel? It might be easier for some people to keep travel time short and so choose the job closest to their home, however you may feel comfortable with travelling further.

Tick the box for the travel time you're comfortable with

I don't want to travel very far, between 1-20 minutes between home and work

I don't mind travelling a little bit, between 21-40 minutes between home and work

I don't mind travelling for longer, 40 minutes or longer between home and work

Try to find a job that is within the travel time you prefer, and that you can answer yes to the questions.