

# Job-Search Readiness Quiz for Teens: Are You Ready to Get Your First Real Job?

1. I have all the key information I may need to apply for jobs (including social security card passport photo ID driver's license and any other documentation required by my state for employment).
  - True
  - False
2. I have prepared edited proofread and printed copies of my resume. (Bonus points if you asked an adult to critique your resume.)
  - True
  - False
3. I have reviewed at least one job application form so that I know what to expect when I go to apply for jobs.
  - True
  - False
4. I have chosen a few nice outfits I can wear when I apply for jobs — and when I interview with the hiring manager.
  - True
  - False
5. I know the kind of jobs I ideally want to obtain and I have developed a plan to help me achieve my goal.
  - True
  - False
6. I understand the importance of interviewing and have developed answers to some common interview questions. (Bonus points for conducting at least one mock interview.)
  - True
  - False
7. I have talked with my family neighbors teachers and friends about the types of jobs I want — and have asked for their help in finding potential job opportunities for me.
  - True
  - False
8. I am prepared to explain why each prospective employer should hire me over the competition (other teens college students and retired folks).
  - True
  - False
9. I understand the importance of following up each application I submit — and writing thank-you notes to each hiring manager I meet.
  - True
  - False
10. I understand my odds and know that rejection will be part of the job-search process but I am prepared to keep looking until I get a job.

- True
- False

11. A person's interest is not important when choosing a job.

- True
- False

12. Three basic categories of skills are information skills, person to person skills and mechanical skills.

- True
- False

13. The fastest growing job is computer specialist.

- True
- False

14. Before going for an interview:

- Prepare a resume
- Have References
- Research the company
- Do a practical interview
- All the above

15. One resume fits for all type of jobs.

- True
- False