

Steps In Your Path v(6) – Snapshot of Progress and where we are today

Instructions: For each statement, rate yourself on a scale of 1–10:

Step 1 – Motivation

1. Do I have a clear motivation for seeking employment, and am I fully committed to pursuing a job?
Rating: _____ **Notes:** _____

Step 2 – Support & Guidance

2. Do I have all the support and help I need to find a job successfully? Do I know who can provide guidance, and do I feel comfortable asking for help when needed?
Rating: _____ **Notes:** _____

Step 3 – Accessing Supports & Accommodations

3. Do I know the supports I am entitled to (e.g., employment services, funding, ODSP, OW, DTC, CDB, Trillium, HST, accessibility accommodations), and am I actively using the support I need to succeed?
Rating: _____ **Notes:** _____

Step 4 – Define Success

4. Do I have short-, medium-, and long-term job goals? Do I have a clear picture of what success looks like for me?
Rating: _____ **Notes:** _____

Step 5 – Identify Gaps

5. Can I identify the skills, experience, or knowledge I need to reach my goals, and do I have a plan to address these gaps?
Rating: _____ **Notes:** _____

Step 6 – Resume & Cover Letters

6. Do I tailor my resume and use a cover letter for each job I apply to? Does my resume reflect my skills, experience, and accomplishments?
Rating: _____ **Notes:** _____

Step 7 – Trauma-Informed Job Searching, Disclosure & Accommodations

7. Do I understand when and how to disclose personal or accessibility needs? Do I know how to advocate for accommodations during the job search?
Rating: _____ **Notes:** _____

Step 8 – Using the Job Seeker Playbook

8. Do I consistently follow a structured plan or playbook for my job search, and do I track my progress using the AT-3?
Rating: _____ **Notes:** _____

Step 9 – Daily Routine & Motivation

9. Do I have a daily routine that keeps me productive and motivated? Do I maintain focus and energy for my job search activities?

Rating: _____ Notes: _____

Step 10 – Weekly Meetings & Next Steps

10. Do I attend and actively participate in weekly support or check-in meetings? Do I consistently complete action items or next steps after meetings?

Rating: _____ Notes: _____

Step 11 – Interview Skills

11. Do I feel confident preparing for and participating in interviews? Can I answer common interview questions effectively and frame my answers to solve the employer's problems?

Rating: _____ Notes: _____

Step 12 – Presentation & Confidence

12. Do I present myself professionally in person and online? Do I feel confident in my abilities and skills when interacting with employers?

Rating: _____ Notes: _____

Step 13A – Job Search Plan – Advertised Opportunities

- 13A. Do I have a plan for advertised positions? Do I track and follow up on all opportunities?

Rating: _____ Notes: _____

Step 13B – Job Search Plan – Sought Opportunities (Cold Calling – In-person, Phone, Email)

- 13B. Do I have a plan for advertised positions? Do I track and follow up on all opportunities?

Rating: _____ Notes: _____

Step 14 – Following Up & Tracking Applications

14. Do I consistently track all job applications (company, position, date applied, method, next steps)? Do I use an external application tracker (e.g., Application Tracker v2) to organize my job search, follow up appropriately, and update it with new applications, responses, and outcomes?

Rating: _____ Notes: _____

Step 15 – Networking

15. Do I actively build and maintain a professional network? Do I engage with LinkedIn, professional groups, or community networks?

Rating: _____ Notes: _____

Step 16 – Skill Upgrading

16. Do I actively seek opportunities to learn new skills or improve existing ones? Do I know which skills are most valuable for my career goals?

Rating: _____ Notes: _____

Step 17 – Creating and Managing Luck

17. Do I recognize opportunities and create conditions for them to happen? Do I maintain a proactive and positive approach to chance opportunities?

Rating: _____ **Notes:** _____

Step 18 – Persistence & Resilience

18. Do I cope effectively with frustration, setbacks, or rejection? Do I maintain motivation and persistence in my job search?

Rating: _____ **Notes:** _____

Step 19 – Self-Awareness & Reflection

19. Do I regularly review my progress, lessons learned, and areas for improvement? Do I adjust my goals and methods based on reflection?

Rating: _____ **Notes:** _____

Step 20 – Mentorship

20. Do I seek guidance from mentors or experienced professionals? Am I open to mentoring others or sharing my knowledge?

Rating: _____ **Notes:** _____

Step 21 – Lifelong Learning & Skill Development

21. Do I actively pursue continuous learning opportunities? Do I regularly update my skills to remain competitive?

Rating: _____ **Notes:** _____