TN Department of Labor & Workforce Development | Workforce Services

AmericanJobCenter TENNESSEE

Re-Employment Services (RESEA) Initial Assessment

Name: _____ **State ID:** _____ **Date:** _____

Section I - Assessment

Are you comfortable with interviewing?	Yes	No
Do you have an updated résumé?	Yes	No
Are you comfortable completing a job application?	Yes	No
Do you have a network of contacts to help with your job search?	Yes	No
Are you comfortable with searching for jobs online?	Yes	No
Do you have a large gap in employment?	Yes	No
Have you had steady employment in the past 12 to 24 months?	Yes	No
Do you have any volunteer experience (past or current)?	Yes	No
Has a legal issue prevented your re-employment?	Yes	No
Has a medical issue prevented your re-employment?	Yes	No
Do you believe a lack of education has prevented your re-employment?	Yes	No
Do you believe a lack of work experience has prevented your re-employment?	Yes	No
Has most of your employment been with a single employer?	Yes	No

What do you think is the primary reason you are not back to work?

What type of work are you interested in?

Section II - What Skills/Certificates/Degrees do you have?

High School Diploma, GED, or equivalent	Yes	No

Check one Vocational Associate's Bachelor's Master's Degree Ph.D

Other Licenses and Certificates (Six Sigma, Heavy Machinery, HVAC, Plumbing, Electrical, Computer Programming, Microsoft Office, CDL, Forklift, Nursing, etc.):

Section III - True/False Questionnaire

Networking is an effective method for finding employment.	True	False
You should only concentrate your job search efforts on jobs that have been advertised.	True	False
The neatness and thoroughness of your completed application form may determine whether or not you get the job.	True	False
It is not necessary to follow-up an interview with a thank you note or email.	True	False
A funny voicemail on your cell phone is not acceptable when searching for a job.	True	False
You should start a chronological résumé with your most recent job.	True	False
References should be included on your résumé.	True	False
The interviewer is the only employee within a company who can affect your chances of obtaining a job.	True	False
You should try to find out as much as you can about an organization before a job interview.	True	False
You should have the same header on your résumé, cover letter and reference page.	True	False