

Prepared for work or training:



- Dresses professionally (clean, tidy clothes that are appropriate for a job interview)
- Arrives early, shakes hands, smiles and greets others
- Has a history of finishing school, work, or training
- Has taken steps to ensure transportation and child care are in place



- Is prepared to pass a drug test
- Arrives at work on the first day without personal distractions
- Has done research to determine what training they are well matched with that will result in a living wage
- Can describe how getting this job/training is part of a career pathway in the field that they understand has growth possibilities for them
- Is willing and able to provide OhioMeansJobs with regular updates about their training or job search
- Is willing to be responsible for their own success
- Has good attendance
- Is willing to network
- Has created an on-line profile
- Maintains a well-written résumé or personal fact sheet
- Writes thank you notes
- Improves their skills and networks every month
- Brings a positive attitude every day



Unprepared for work or training:



- Arrives late and is unprepared
- Is not ready to work/train
- Is not serious about getting or keeping a job



- Doesn't present themselves professionally
- Has failed to complete past work, school or training
- Has not done the basic research into their desired field of work or training to know:
 - ✓ likely wages,
 - ✓ hours,
 - ✓ challenges, and
 - ✓ requirements of that field



- Blames others for past failures instead of changing to improve their chances of success
- Has no plan for how to get to work or training
- Can't pass a drug test

