



Job Readiness Worksheet

Understanding Myself

1. I know my strengths at work.

Examples: I'm good at following routines, helping customers, or working with my hands.

2. I know the types of tasks that are difficult for me.

Examples: I have a hard time spelling words, following multi-step instructions, or working as part of a team.

3. I can identify situations/environments that are challenging for me.

Examples: Busy environments, loud noise, multitasking, or tight deadlines.



Understanding the Job

I understand the main duties and expectations of my job

Examples: Stocking shelves, answering phones, preparing food, or entering data.

I can identify workplace demands (schedule, pace, teamwork, environment)

Examples: Shift work, standing for long periods, working with a team, or meeting daily targets.

I know which tasks may be more difficult for me

Examples: Remembering multiple steps, spelling words accurately, or switching tasks quickly.



Addressing the Gaps: Skill-Building and Growth

Knowing my strengths and challenges as well as the job demands, I can identify skills I want to improve.

Example: Time management, communication, organization, or stress management.

I have identified some strategies that might help me strengthen my workplace skills.

Example: Using phone reminders, planners, or breaking tasks into steps.

I have identified people and resources that I can access to help me build my workplace skills.

Examples: Parents, resource teacher, co-op teacher, community-based employment centre, or websites.



Addressing the Gaps: Accommodations and Supports

I know what accommodations/supports might help me do my job effectively.

Examples: Written instructions, checklists, extra training time, or a quieter workspace.

I understand that accommodations are not automatic and must be requested. I know who to talk to to request accommodations/supports.

Example: Letting my supervisor know I benefit from instructions in writing.

I know how to ask for accommodations/supports clearly and respectfully.

Example: "I work best when instructions are written down—could we do that?"