



My Individual Needs Assessment



NAME:

Last 4 digits Job Seeker ID #:

MY CAREER OBJECTIVE:

Date:

What assistance do I need? (Check all that apply)		Available Resources/Workshops (Check all that apply)	Target Date	Attained Date
1	Researching the Labor Market	<input type="checkbox"/> Meet with a Career Counselor <input type="checkbox"/> O*NET – www.onetonline.org <input type="checkbox"/> Mass CIS - masscis.intocareers.org		
2	Develop or Update my Resume	<input type="checkbox"/> Webinar: Resume Essentials Visit www.masshiremnc.com to schedule workshop		
3	Interview Preparation for Today's Job Search	<input type="checkbox"/> Webinar: Interviewing Essentials Visit www.masshiremnc.com to schedule workshop		
4	Salary Information & Negotiations	<input type="checkbox"/> Glassdoor: www.glassdoor.com/salaries <input type="checkbox"/> USDOL Labor & Statistics: bls.gov		
5	Career Exploration	<input type="checkbox"/> Meet with a Career Counselor <input type="checkbox"/> O*NET: www.onetonline.org <input type="checkbox"/> Mass CIS: masscis.intocareers.org <input type="checkbox"/> MySkills MyFuture: www.myskillsmyfuture.org <input type="checkbox"/> My Next Move: www.mynextmove.org		
6	Training Options (Adult Basic Education, English as a Second language, GED/Hi-Set, Occupational Skills)	<input type="checkbox"/> Meet with a Career Counselor		

Use this Individual Needs Assessment to help you identify potential barriers, your needs, and your next steps in creating your individual job search Career Action Plan. If you have questions or need assistance with any of the items on this INA, or how to sign up for a workshop, please call (617)661-7867 - Cambridge (781)932-5500 - Woburn (617)884-4333 – Chelsea to have a staff member speak with you.