

Sample Responsibilities Checklist Job Club

This is an example of a checklist that may be used by job seekers to demonstrate follow through, initiation, job completion, and other work behaviors that will support job retention. *A list of potential tasks to be completed should be provided to participants, and may include: computer research; answering phones; setting up for lunch; obtaining/providing directions; follow through with job search activities; organizing information; assisting others with tasks/job search activities; making coffee, etc. Actual tasks performed by a job seeker should be chosen tasks that are as aligned to job-seekers career preferences as possible.* Specific home tasks may also be identified.

After completion of one week of task performance, this checklist is to be reviewed by job seeker and staff, and feedback provided.

Today, I:	Monday	Tuesday	Wednesday	Thursday	Friday
Completed all tasks/responsibilities					
Was on time for scheduled activities					
Stayed organized					
Responded well to feedback					
Got along with coworkers					
Helped others when asked					
Completed one or more steps toward getting a job					