

Would I like a new job?

My person is:

Date:

Before the conversation I have...

- Had a think and made some notes about what I feel about changing my job or going back into the workplace.
- Thought about what would motivate me to change, or find a job and what I would want from a job.
- Thought about what I might want need from a job e.g. do I need a particular amount of income? Do I need to work part-time or flexibly? Do I need to be around other people? Do I want to work at home or outside the home? What are my travel needs?
- Asked for some language or communication support if I need it.
- Got ready a pen and paper, glasses or hearing aids, and this checklist, so I can make notes on what is said.
- Asked for someone to be with me at the meeting, or listen in on the conversation if that is right for me.

During the conversation I will remember to ask...

- My person to repeat things for me, or to say things in a way that makes sense to me. If I want to, I will ask my person to wait while I write things down.
- If I have to talk about my financial status e.g. any pensions or benefits I am currently receiving, how will I know the information is kept private?
- Where to look for new roles e.g. online recruitment sites, Facebook Groups, recruitment consultants, word of mouth, asking at different companies etc.
- How to get in touch with people who can advise me on different types of application processes and CVs? Do I need any help with that?
- If my person knows of any new things that might be useful, e.g. new technology or products or training courses that I can do, to make my job hunt easier and to make me more attractive to potential employers.

Before I finish the conversation I will check...

- Have I told my person everything I wanted to say? Have I asked all my questions? Have I made a note of the answers and do I understand them?
- For more conversations or appointments, do I have the times, dates, where I need to go, what I need to do in advance e.g. Do I need internet access? Do I need to provide or seek information? And is it all written down?
- Do I have an idea about what kind of work I'd like? Have I got any recommendations of where to apply? And am I clear about how to apply and by when?
- Do I truly understand that job-seeking might require me to make a great many applications. How might I maintain my morale during this process?
- If there are any support groups, community help, job-seekers clubs, coaching or more useful information I can access to make all this easier for me.

