



# READY TO WORK?

Before you begin the job search, it's important to know if you're really ready.

## Take Stock of Your Traits

*You're over 14, you've got a work permit, and you're ready to make some money. That's great. But are you really ready to work?*

*Being ready to work means more than being old enough to work. Mark the following statements that are true for you.*

- I am passing all of my classes.
- I am always on-time.
- I rarely miss school for any reason.
- I feel comfortable asking for help.
- I always dress appropriately.
- I think before I speak.
- I am responsible.
- I have reliable transportation.

*If you marked at least 6 of the statements above, you probably possess the traits necessary to obtain a job.*

*If you marked fewer than 6 of the statements above, think about ways you could improve in these areas before you commit to working a part-time job during the school year. Remember, YES is always available to help!*

## Personal Time Budget

*On average, how many hours do you spend on the following activities?*

	Weekday	Weekend
Sleeping		
Eating (outside of other activities)		
Attending School		
Homework (outside of school)		
Sports/Exercise		
Practicing a Musical Instrument		
Theater (onstage or backstage)		
Clubs/Volunteering		
Hobbies/Leisure Activities		
Religious Commitments		
Social Commitments		
<b>Total:</b>		

*If your total is 20 or less on either weekdays or the weekend, you probably have the availability to work a part-time job*

## Flexibility

*Maybe there isn't currently time in your schedule to get a job, but finding places where your availability is flexible may free up the time you need to feel comfortable applying.*

- Put a star next to any activity in your Personal Time Budget that is mandatory, such as school or homework.
- Put a star next to any activity that you are unwilling to part with, such as religious commitments or sports.

*Any activity without a star is an area in which your time is flexible. Think about carving out some time for a job by spending less time participating in your flexible activities.*