

Career Quest

Communication Checklist



Please complete this checklist at the end of each session, along with your end of session form!

Activity	Notes	Completed (Yes/No)
Email Communication: Any emails I sent or responded to included: a greeting (Dear ____, Good Day, etc), full sentences, good grammar and punctuation and a professional closing (Sincerely, Warm Regards, etc)		
Communicating my participation: If I was late, or recently missed a session, I sent my facilitator a professional email to let them know.		
Record Keeping: Did I apply for any jobs today? If I did, I saved the job posting and recorded the application.		
Interviews: I have in interview! I recorded the date, time and location of the interview, and notified my facilitator.		
Asking for Help: I had a question, concern or needed help today, and I asked my facilitator to provide support.		
Feedback: My facilitator provided some feedback to me today. I understand the feedback and feel confident I can incorporate it into my job search or application		
Participate: I have made at least one contribution to a group discussion today, and participated in the icebreaker. If I am not feeling confident about participating today, I let my facilitator know.		
Feedback and Questions: I shared by feedback with the group or my facilitator, and asked any questions I had during the session, or by chat (Zoom) or email.		