



**JOB QUEST SUPPORTED EMPLOYMENT SERVICE  
JOB SEEKERS CHECKLIST AND TOOLS!**

Do I know my Work and Income Case Manager? Yes No

Yes it is.....@ the.....Work and Income Office

Phone No: .....

Do I need a written letter stating I am well to work for WINZ from my G.P? Yes No

What is my IRD number? .....

What is my WINZ number: .....

Do I have a C.V.? Yes No

Is It Current? Yes No

*Note: If yes, attach copy of C.V. to this form.*

*Note: If no, start gathering together all your existing Qualifications, References, and Employment details.*

**Identify Three Strengths that I have:** (e.g. I have great computer skills, I am reliable and I am always prompt)

- 1. ....
- 3. ....
- 2. ....

**Identify Three Challenges in relation to work:** (e.g. I get very nervous on the phone, I get tired after lunch, I feel stressed dealing with employers.)

- 1. ....
- 2. ....
- 3. ....

**Identify areas I would like to work on towards my work goals** (e.g. Transport, Time Management, Stress, Anxiety)

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Circle some of the following Coping strategies you have used and add your own in addressing the challenges you identified:

- § Breathing Exercises
- § Planning daily routine
- § Keeping a diary noting stress triggers etc
- § Good Nights Sleep
- § Regular exercise
- § Practice phone protocol with a friend or Job Quest Consultant.
- § Positive Self Talk
- § **Others:**  
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**Where would I like to be in regards to work in one month time?**

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In 6 months time? .....

In a years time? .....