

WORK CENTRAL AB

Job Readiness Assessment

Tool Overview & Reference Spec

A Career Resource from Work Central AB

Job Readiness Assessment - Tool Overview

The Job Readiness Assessment is a 12-item, self-scored checklist that gives job seekers a clear readiness score and a prioritized list of what to work on before applying.

1. What It Does

- Presents 12 checklist items across four sections: Application Materials, Interview Preparation, Job Search Strategy, and Practical Readiness.
- Calculates a percentage readiness score based on items checked.
- Assigns a readiness band: Strong (80%+), Building Momentum (50-79%), or Early Stage (below 50%).
- Generates a personalized "Focus On Next" list for every unchecked item, each linked to the relevant Work Central AB guide.

2. The Four Sections

Checklist Categories

Application Materials - resume, cover letter, LinkedIn profile

Interview Preparation - STAR stories, questions to ask, virtual interview readiness

Job Search Strategy - multiple channels, network activation, salary research

Practical Readiness - credentials, references, a consistent search routine

3. Output

A results screen showing the overall percentage score and readiness band, a "What's Already Working" list of checked strengths, and a "Focus On Next" list of gaps - each gap paired with a specific action and the guide that covers it in detail.

4. Design Intent

The tool is deliberately encouraging rather than punitive - even a low score shows a clear, actionable next-steps list rather than just a discouraging number, consistent with the supportive tone used throughout the Work Central AB Career Resources series.

5. Recommended Next Steps

- Link each "Focus On Next" guide reference directly to its live PDF or page once embedded.
- Consider adding a downloadable/printable version of the personalized results for users who want to track progress offline.
- Periodically review checklist items against updates to the underlying Career Resources guides.

Job Readiness Assessment Checklist

- ✓ Tested scoring logic across low, medium, and high completion scenarios
- ✓ Confirmed each gap item links to the correct guide
- ✓ Considered a printable/downloadable results option

Try the Live Tool

Open [Job-Readiness-Assessment-WorkCentralAB.html](#) directly in any browser to test the live, interactive version.