



Job Readiness Activities

These activities are designed to improve job readiness skills and are optional for Buddy pairs. This is not intended to be offered as a job coaching opportunity but rather as a friend helping a friend. Think of the times you've had someone close to you review your resume, prepare for an interview, or provide you with resources to help you in your career. These activities should provide a similar experience between you and your Buddy.

Money Skills:

The next time you and your Buddy are out together and need to pay for something, prompt your Buddy to provide exact change to the cashier. If that isn't possible, ask them to check the change that was returned to them and make sure it's correct. Being able to make correct change and handle money is an important job skill.

You can say things like...

"How much do we owe?"

"What was your bill?"

"Did they give you the right amount of change back? How do you know?"

Interview Skills:

Help your Buddy prepare for their next job interview by working through some common interview questions together. The two of you can share interview questions you've had in the past with the responses you gave as well as new potential interview questions that might come up. You might also discuss what to wear (invite your buddy to text you a photo of their interview outfit on the day of) or how to act (greeting with a firm handshake).

You can say things like...

"Tell me about yourself."

"What are 3 strengths and 1 weakness?"

"Why do you want this job?"

Resume Skills:

If you know your Buddy is job hunting, you might offer to review or help them craft their resume. This is very common among friends, especially if they work in similar industries. Share your resume and any helpful tips you've picked up during your career. Maybe you've been in the position to hire or interview someone and can provide insight into what hiring managers are looking for. You may even want to offer to serve as a personal reference for your Buddy.

Skill Swap:

Think up a skill that you have that you feel comfortable teaching and have your Buddy do the same. The next time you hang out, plan to share these skills with each other. Learning new things is not only confidence building but it also prepares us to pick up new skills at a new job. Being able to impart knowledge and explain something clearly is another important job skill.