



# UPMC WORKFORCE DEVELOPMENT

## Participant Workforce Readiness Checklist

Ready, set, go! We're here to help YOU start off on the right foot in your career journey! Preparation is the first step, so take a look at the list below before you attend any Workforce Development program or event.

### Am I READY?



- **Updated Information:** My resume, cover letter, and references are all updated with an active phone number and email address.
- **Printed Copy:** I have a hard copy of my resume to give to UPMC recruiters.
- **Digital Version:** I also have electronic version of my resume to use for digital submission of a job application.



### Am I SET?

- **Dressed to impress:** First impressions matter, so I am dressed in appropriate, professional attire for the career fair or interview I'm attending!



### Let's GO!

- **Knowledge is power!** I have read over UPMC's Mission, Vision, and Values and learned more at [www.upmc.com/about](http://www.upmc.com/about).

The finish line is in site! Give this paper a last look to make sure all items in the list are checked off so you and/or your community partner can complete the registration process for one of the UPMC Workforce Development programs or events.

Learn more at <http://careers.upmc.com/pages/community>  
or by emailing [workforcedevelopment@upmc.edu](mailto:workforcedevelopment@upmc.edu)



# UPMC WORKFORCE DEVELOPMENT

## Community Partner Workforce Readiness Checklist

Ready, set, go! We're here to help participants start off on the right foot in their career journey! Preparation is the first step, so before any Workforce Development program or event, take a look at the list below to check your candidate's progress as they prepare for a great experience at UPMC.

### READY?



- Participants should have an updated resume, cover letter, and references with an active phone number and email address.
- All participants should bring a printed resume to give to UPMC recruiters.
- An electronic version of a candidate's resume is required for any digital submission of a job application.

### SET?



- Participants should come dressed to impress, because first impressions matter in this career journey!

### GO!



- Knowledge is power: Prospective employees are encouraged to take a look at UPMC's Mission, Vision, and Values or learn more at [www.upmc.com/about](http://www.upmc.com/about).

The finish line is in site! Give this paper one last look to make sure all items in the list are checked off so your participant can complete the registration process for one of the UPMC Workforce Development programs or events.

Learn more at <http://careers.upmc.com/pages/community>  
or by emailing [workforcedevelopment@upmc.edu](mailto:workforcedevelopment@upmc.edu)