PRACTICAL RESOURCE / JOBCOACH

Career-stage worksheets

Use the worksheet that fits your current decision. Age labels are optional navigation; any reader can use any exercise. Replace bracketed text with your own information. Keep sensitive identifiers, private employer records, and other people's personal information out of AI prompts.

1. Separate age concerns from evidence

Use with: Am I Too Young to Apply?; Am I Too Old to Find Work?

Target role: [role]. The concern stopping me: [specific concern].

Actual requirement or observation	Evidence I have	Missing or unclear information	Next action
[Central responsibility]	[Actual example]	[Gap]	[Action]
[Eligibility requirement]	[Verified fact]	[Question]	[Official source/contact]
[Age-related comment or assumption]	[Exact observation]	[Interpretation to check]	[Action]

Decision: [apply / ask a question / build evidence / choose another role]. Why: [facts].

2. Compare first opportunities

Use with: Internship, Apprenticeship, or Entry-Level Job?

Factor	Opportunity A	Opportunity B	How I will verify
Actual tasks			
Pay, expenses, and hours			

Factor	Opportunity A	Opportunity B	How I will verify
Supervision and feedback			
Skills I can practice			
Eligibility and location			
Evidence I can show afterward			
End date and possible next steps			

My non-negotiable condition: [condition]. The most important unanswered question: [question].

3. Build a career-change bridge

Use with: Changing Careers After 40; Do You Need Another Degree?

Current work: [role]. Possible next role: [role]. Three actual postings or role descriptions reviewed: [references].

New responsibility	Relevant experience I already have	Gap	Small way to test or learn

Before paying for training, verify: [required credential, employer recognition, total cost, time, and alternative route]. One conversation or work sample to complete first: [action]. Review date: [date].

4. Reset after a layoff

Use with: Laid Off After 50.

Immediate practical issue requiring attention: [issue and appropriate contact]. Target work: [role and conditions].

This week's action	Why it matters	Realistic time	What completion looks like
Gather employment and benefits information			
Draft a short, truthful transition explanation			
Select relevant achievements			
Contact someone who understands the target work			
Submit or improve a focused application			

Support I can ask for: [specific help]. A commitment I can reduce while searching: [commitment].

5. Demonstrate one current skill

Use with: How to Demonstrate Current Skills After 50.

Skill named in actual target roles: [skill]. Task that would demonstrate it: [task].

Define the sample before beginning:

- Input: [public, fictional, or authorized material].

- Output: [small deliverable].

- Quality standard: [what a capable person would check].

- Time limit: [reasonable limit].

- Feedback source: [person or concrete rubric].

- Honest explanation of what I did independently: [explanation].

Afterward: What worked? [answer]. What remains weak? [answer]. What can I show without sharing confidential material? [answer].

6. Compare work arrangements

Use with: Full-Time, Part-Time, or Consulting After 60?

Compare actual offers or clearly labeled scenarios. Do not treat a contractor's gross revenue as equivalent to an employee's take-home pay.

Factor	Full-time role	Part-time role	Consulting project
Actual duties and decision authority			
Hours, predictability, and travel			
Pay and payment reliability			
Benefits and expenses to verify			
Support and accessibility			
Unpaid administration or business development			
Contract length and exit terms			

Best fit with current goals: [option]. Unresolved terms: [questions and contacts].

7. Practice a truthful interview redirection

Use with: Interviewing in Your 60s; Questions About Your Age or Retirement.

Question I want to practice: [exact wording]. Relevant job requirement: [requirement or question to clarify].

Write three possible responses:

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1. Direct answer: [brief, truthful answer].

2. Clarification: [ask how the question relates to the work].

3. Redirection: [connect current interest and evidence to the role].

Relevant example I can discuss next: [example]. Promise I should avoid making: [unsupported future commitment]. Practice once aloud and shorten any explanation that feels defensive or unclear.

8. Record a concern about age bias

Use with: Think Age Bias Is Affecting Your Job Search?

This worksheet organizes observations; it does not determine whether discrimination occurred or calculate filing deadlines. Contact the relevant agency or a qualified adviser promptly about your situation.

Date and setting	What I directly observed	What I remember but cannot verify	My interpretation	Relevant record I may lawfully retain

Exact words remembered: [words, with uncertainty marked]. People involved: [private notes]. Questions for the adviser: [questions]. Agency or adviser contacted and date: [record]. Keep later corrections as dated additions.

9. Prepare benefit questions

Use with: Working After 60: Social Security, Medicare, and Job Benefits.

For U.S. readers. This sheet does not recommend claiming or enrollment choices. Keep account numbers and identity documents outside the worksheet if sharing it.

Program or coverage	Proposed change	Question	Official contact	Answer and date	Written reference / follow-up
Social Security, specifying benefit type			SSA		
Medicare and other health coverage			Medicare / plan administrator		

Program or coverage	Proposed change	Question	Official contact	Answer and date	Written reference / follow-up
Employer benefits			Benefits administrator		
Pension or other program			Relevant agency / plan		

Decision I should defer until this is clarified: [decision]. Conflicting answers to resolve: [details].

10. Choose a manageable 30-day search experiment

Use with: A 30-Day Career Plan for Any Age.

Target work and conditions: [one sentence]. Time available each week: [realistic amount].

Week	Focus	Specific action	Evidence to review
1	Choose a direction	Review relevant roles and name central requirements	Target and evidence gaps
2	Prepare proof	Improve one application asset or work sample	Clarity and relevance
3	Test the approach	Make appropriate applications or have role-focused conversations	Questions and responses
4	Adjust	Review results and choose one change	What to continue, change, or stop

Measure actions and what you learn as well as outcomes. Employer responses are not fully within your control. At the end: [next experiment and reason].

11. Imagine a longer working life without predicting it

Use with: Working Into Your 80s and 90s.

If age alone were not deciding for me, I would investigate: [possibility]. Why this matters to me: [reason].

Horizon	What I would like to explore	Conditions needed	Small action	Reason to change direction
Next 90 days				
Next year				
Next five years				

Include alternatives: continuing at similar intensity, changing the work or hours, and stopping paid work if desired and feasible. Examples of people working at advanced ages are possibilities, not forecasts or obligations.

One action I can take this week: [action]. Date to revisit the plan: [date].