

Assess Resources & Identify Partners Worksheet

This worksheet will help you get organized, assess needs, and identify partnership opportunities before making initial contact with any potential partners.

Instructions

Fill in the table below using these instructions:

1. Break the problem down into manageable steps or categories
2. Assess what the library already has available, or could readily supply
3. Identify partners who may be able to fill in the gaps or provide services

Example: Changing Careers

(scroll down to find blank table you can fill in)

Problem Steps/ Categories	Library Assets	Remaining Needs	Potential Partners
Career Exploration- Choosing path	<ul style="list-style-type: none">• CareerOneS top online• Dept. of Labor website• Career Clusters from Dept. of Ed• Makerspace• Curated books & resources	<ul style="list-style-type: none">• Activities for meaningful exploration• Expert guidance• Knowledge of local, immediate needs• Career pathways & guidance	<ul style="list-style-type: none">• Schools/ Universities• Online learning portals (Edx, Coursera, etc.)• Local Businesses• Career Counselor
Assess personal needs & interests	<ul style="list-style-type: none">• Online interest assessment• Makerspace• Reference Interviews• Curated books & resources	<ul style="list-style-type: none">• Expert guidance• Activities for meaningful exploration• Staff availability• Staff comfort level	<ul style="list-style-type: none">• Schools/ Universities• Local Businesses• Career Counselors• Paid Online Assessments• Career Center

Build new skills	<ul style="list-style-type: none"> • Online learning resources • GCFLearn • Online assessment 	<ul style="list-style-type: none"> • Customized pathways • Trained staff • Knowledge of current tech skill needs • Certification needs & pathways 	<ul style="list-style-type: none"> • Schools/ Universities • Local Businesses • Goodwill • American Job Center • Job Training • Online Learning & Certification Providers
Search & Apply for Jobs	<ul style="list-style-type: none"> • Access to technology • Assistance with platform • Troubleshooting devices 	<ul style="list-style-type: none"> • Best sites to go for specific jobs • Staff availability • Training to assess needs • Curated collection of education providers/ resources 	<ul style="list-style-type: none"> • American Job Center • Goodwill • Career Center • Online learning resources
Networking/ Online Presence	<ul style="list-style-type: none"> • Access to technology • Assistance with platform • Troubleshooting devices • Curated reference articles • Reference Interviews 	<ul style="list-style-type: none"> • Knowledge of best practices • Trained Staff • Staff availability 	<ul style="list-style-type: none"> • LinkedIn learning • American Job Center • Goodwill • Career Center • Coursera/ Online Learning Portal
Interview Process	<ul style="list-style-type: none"> • Curated books & resources • Practice Interviews • Access to technology • Assistance with software and 	<ul style="list-style-type: none"> • Trained staff • Staff availability • Staff comfort level • Training portal/ assessment material 	<ul style="list-style-type: none"> • American Job Center • Goodwill • Job Training • LinkedIn Learning • Coursera/ Online Learning Portal

