

JOB HUNTER'S PREPARATION CHECKLIST

This exercise will help you understand what you need to do to prepare for a job search. You will evaluate yourself in six areas of job hunting. Use the following scale when responding:

YES! = strong agreement with the statement

YES = agreement with the statement

yes = slight agreement with the statement

no = slight disagreement with the statement

NO = disagreement with the statement

NO! = strong disagreement with the statement

<u>Getting Started</u>	<u>NO!</u>	NO	no	yes	YES	<u>YES!</u>
I know several ways to manage the stress I may experience during my job search	1	2	3	4	5	6
I know what to say and what not to say to people who can help me find a job	1	2	3	4	5	6
I know how to prepare a budget to help me through this period	1	2	3	4	5	6
I know how to best schedule my time to find a new job as soon as possible	1	2	3	4	5	6
<u>Looking at Options</u>	<u>NO!</u>	NO	no	yes	YES	<u>YES!</u>
I know just what I need and want from a new job	1	2	3	4	5	6
I am clear about the skills and abilities I bring to a new company	1	2	3	4	5	6
I am prepared to discuss my personal accomplishments with potential employers	1	2	3	4	5	6
I know how to determine what career options are available to me	1	2	3	4	5	6

<u>Applications and Resumes</u>	<u>NO!</u>	NO	no	yes	YES	<u>YES!</u>
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I am prepared to fill out employment applications	1	2	3	4	5	6
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I understand the different types of resume formats	1	2	3	4	5	6
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I know how to write each part of my resume	1	2	3	4	5	6
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I know how to design a resume that will impress potential employers	1	2	3	4	5	6
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<u>The Game Plan</u>	<u>NO!</u>	NO	no	yes	YES	<u>YES!</u>
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I know how to increase my chances for success when responding to advertisements	1	2	3	4	5	6
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I know how to select and work with employment agencies	1	2	3	4	5	6
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I know how to approach companies that are not advertising jobs, but may have them	1	2	3	4	5	6
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I know how to develop a network of personal contacts to find out more about job opportunities	1	2	3	4	5	6
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<u>Telephone Skills</u>	<u>NO!</u>	NO	no	yes	YES	<u>YES!</u>
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I understand the advantages of using the Telephone in my job search	1	2	3	4	5	6
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I know how to use the phone to gather Information about jobs and companies	1	2	3	4	5	6
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I can discuss my strengths on the phone in a way that will leave a positive impression on the other person	1	2	3	4	5	6
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I know how to use the phone to effectively follow up on correspondence I send to companies	1	2	3	4	5	6
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<u>Interviewing</u>	<u>NO!</u>	NO	no	yes	YES	<u>YES!</u>
I know how to make a positive first impression in job interviews	1	2	3	4	5	6
I am prepared to answer the typical Questions interviewers ask	1	2	3	4	5	6
I know how to ask questions that convey my interest in working for the company	1	2	3	4	5	6
I know how to increase my chances of Getting an offer by effectively following up after the interview	1	2	3	4	5	6

SCORING THE PREPARATION CHECKLIST

Add up your scores for each of the six areas of job hunting and record them below. The add your six scores together to get a total score for the checklist

Score for Getting Started _____
 Score for Looking at Options _____
 Score for Applications & Resumes _____
 Score for The Game Plan _____
 Score for Telephone Skills _____
 Score for Interviews _____

Total Score _____

Interpreting Your Scores for Each Area of Job Hunting

20 or Greater	You are fairly well prepared for this area of job hunting. Concentrate on skills that need polish
15 – 19	You are somewhat prepared for this area of job hunting. Spend extra time on skills that are weak
14 or less	You are not prepared in this area of job hunting. Actively practice these skills to ensure an increased comfort level with them.

Interpreting Your Total Score

120 or Greater	You are fairly well prepared for job hunting. Concentrate on those areas that need polish.
90 – 119	You are somewhat prepared for job hunting. Spend extra time on skills that are weak.
89 or less	You are not prepared for job hunting. Make sure that you take time to actively practice these skills before you venture out. Don't lose out on opportunities because you are unprepared.

"Job Search – The Inside Track" prepared for the Engram Group by Eclecon