

JOB HUNTER'S PREPARATION CHECKLIST

Evaluate yourself in the key areas of job-hunting. Use the following scale when responding:

NO! Strong disagreement with the statement	yes Slight agreement with the statement.
NO Disagreement with the statement	YES Agreement with the statement.
no slight disagreement with the statement	YES! Strong agreement with the statement

Getting Started

	NO!	NO	no	yes	YES	YES!
I know several ways to manage the stress I may experience during my job search.	1	2	3	4	5	6
I know how to select and work with a job hunting coach.	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 schedule my time and organize my job search	1	2	3	4	5	6

Focusing

	NO!	NO	no	yes	YES	YES!
I know what I want from a new job.	1	2	3	4	5	6
I am aware of the skills and abilities I can offer a company.	1	2	3	4	5	6
I know how to write accomplishment statements and am prepared to discuss them 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
I have identified my ideal job.	1	2	3	4	5	6

Applications and Resumes

	NO!	NO	no	yes	YES	YES!
I am prepared to complete employment applications.	1	2	3	4	5	6
I know which resume format to use.	1	2	3	4	5	6
I know how to write each component of a resume.	1	2	3	4	5	6
I know how to write a scannable resume and when it should be used.	1	2	3	4	5	6
I know what is expected during a pre-employment assessment.	1	2	3	4	5	6

Researching

	NO!	NO	no	yes	YES	YES!
I know how to increase my chances for success when responding to advertisements.	1	2	3	4	5	6
I know how to use on-line services in my job search.	1	2	3	4	5	6
I know how to select and work with employment agencies.	1	2	3	4	5	6
I know how to approach companies that are not advertising job openings.	1	2	3	4	5	6
I know how to develop a network of personal contacts to learn of job opportunities.	1	2	3	4	5	6

Networking

	NO!	NO	no	yes	YES	YES!

I know how to prepare to network.	1	2	3	4	5	6
I know how to write and present a 30-second summary.	1	2	3	4	5	6
I know how to use the phone to make contacts and gather information about jobs and companies.	1	2	3	4	5	6
I can discuss my strengths and accomplishments on the phone to make a positive impression on the other person.	1	2	3	4	5	6
I know how to effectively follow up on networking contacts.	1	2	3	4	5	6

Marketing Yourself	<u>NO!</u>	NO	no	yes	YES	<u>YES!</u>
I know how to improve the product (myself) to better meet a company's needs.	1	2	3	4	5	6
I know how to target specific companies and position myself to find my ideal job.	1	2	3	4	5	6
I know how to personalize my marketing tools for each position or contact.	1	2	3	4	5	6
I know how to determine an appropriate salary range.	1	2	3	4	5	6
I know how to write and give a reference sheet to an employer.	1	2	3	4	5	6

Interviewing	<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 know how to respond to typical interview questions, including behavior-based questions.	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 conclude the interview on a positive note.	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

Add up your scores for each job-hunting area and record them below. Then find your total score.

Score for Getting Started	
Score for Focusing	
Score for Applications and Resumes	
Score for Researching	
Score for Networking	
Score for Marketing Yourself	
Score for Interviewing	
TOTAL SCORE:	

Interpreting your scores:

- 25 + You are fairly well prepared for this area of job hunting.
- 18 – 24 You are somewhat prepared for this area of job hunting.
- < 17 You are not prepared for this area of job hunting.

Interpreting your Total score:

- 175 + You are fairly well prepared for job hunting.
- 126 – 174 You are somewhat prepared for job hunting.
- < 125 You are not prepared for job hunting.