

## How Ready Are You for the Job Hunt?

Rate yourself in each of the following areas and get a sense of where you may need to take more action.

Your score is based on a 4 point scale in which the *top score of 4 represents the highest level of readiness*, a score of 1 represents the lowest, and the numbers in between represent varying degrees.

### Self-Assessment

- 1) How ready are you to clearly state your interests, skills, and strengths?  
1                       2                       3                       4
- 2) How ready are you to declare a career goal or goals?  
1                       2                       3                       4
- 3) How ready is your job hunting support system—have you identified supportive people and do you have some healthy outlets planned for stress reduction?  
1                       2                       3                       4
- 4) How emotionally ready do you feel to tackle the job hunt?  
1                       2                       3                       4

### Research and Presentation Skills

- 5) How ready are you to information interview?  
1                       2                       3                       4
- 6) How is your understanding of networking?  
1                       2                       3                       4
- 7) How is your readiness to network?  
1                       2                       3                       4
- 8) How ready is your resume?  
1                       2                       3                       4

- 9) How comfortable are you in preparing an effective cover letter for each job you intend to apply for?  
1  2  3  4
- 10) Have you researched the requirements for jobs you wish to apply for, and do you have a good match?  
1  2  3  4
- 11) Have you researched the organization you're preparing to apply to?  
1  2  3  4
- 12) How prepared do you feel to interview well, including practice at behavioral interviewing?  
1  2  3  4
- 13) Have you thought through the salary you want, and the salary you can accept?  
1  2  3  4

### **Organizing the Job Hunt**

- 14) Have you selected and contacted your references, and do you know what they are likely to say about your performance?  
1  2  3  4
- 15) Are you familiar and comfortable with applying for jobs electronically?  
1  2  3  4
- 16) Are you prepared to respond to a phone interview?  
1  2  3  4
- 17) Do you have a system in place to keep yourself organized during the job hunt process, especially if you are applying to multiple jobs?  
1  2  3  4
- 18) Are you familiar and comfortable with job search etiquette?  
1  2  3  4

Total the number of 1's, 2's, 3's, and 4's you marked:

1 \_\_\_\_

2 \_\_\_\_

3 \_\_\_\_

4 \_\_\_\_

**Mostly 1s and 2s:** Your job search readiness is in the beginning stage. You may feel a bit overwhelmed by this survey and the challenge of organizing your job search strategy. You may want to set aside a period of time to learn about the job search process. You could do this in a combination of ways: work closely with a career counselor, case manager, HR representative or a close friend who has had experience and success with the job search process, read up on the subject, and attend training sessions on self-assessment, resume and cover letter writing, and interviewing skills.

**Mostly 2s and 3s:** Your job search readiness is in the moderate stage. You have comfort with some aspects of the job search and are clear about what you need to learn. You may want to bone up on some specific targeted areas by attending courses, reading up on the subject, and seeking advice from career counselors. You may also want to dip your toe in the water and begin informational interviews and apply to targeted jobs that match with your skills and interests.

**Mostly 3s and 4s:** Your job search readiness is in the advanced stage. You are comfortable with most aspects of the job search and are ready to begin actively applying to jobs that you determine are a good fit with your skills, qualifications, and interests. You may want to work regularly with a career coach, case manager, or friend to keep you focused and help you achieve your targeted goals.

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Note also whether there is a particular section above in which you have lower scores—this will give you a good idea where to put in the time to become ready for your job search.