

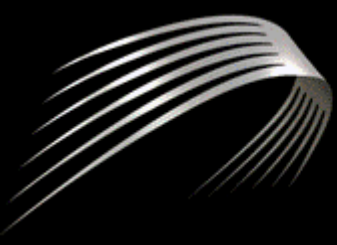


Assess Your Job Search Skills

Circle the number you consider applies to you

Scale: **1 = strongly agree** **4 = disagree**
 2 = agree **5 = strongly disagree**
 3 = maybe, not certain

1. I know what skills I can offer employers 1 2 3 4 5
2. I know what skills employers most seek in my target job role 1 2 3 4 5
3. I can explain convincingly to interviewers what I did well for my last employer 1 2 3 4 5
4. I can give three good reasons why an employer should hire me 1 2 3 4 5
5. I can secure support of family and friends for making a job or career change 1 2 3 4 5
6. I can allocate 10-15 hours each week to conduct a job search if need be 1 2 3 4 5
7. I have planned my financial resources to sustain a lengthy job search if need be 1 2 3 4 5
8. I know how to research different employers and organisations in a public library and career reference centre and on the web 1 2 3 4 5
9. I have a copy of the membership directory of the professional association of my occupation to use for networking purposes 1 2 3 4 5
10. I can write different types of résumés, job search letters and follow-up letters for both print and electronic formats 1 2 3 4 5
11. I can distribute résumés and letters to the 10 most appealing employers 1 2 3 4 5
12. I can list my major accomplishments in ways in which the results are clear and quantifiable 1 2 3 4 5
13. I can identify no less than 5 employers with whom I want to obtain interviews 1 2 3 4 5
14. I can develop a job vacancy referral network to help me 1 2 3 4 5
15. I know how to prospect for job leads where none are advertised 1 2 3 4 5
16. I can use the telephone to 'cold call' and get interviews 1 2 3 4 5
17. I can plan and implement an effective direct-mail job search of unsolicited inquiries to at least 20 employers 1 2 3 4 5



18. I have three carefully prepared questions for when interviewers ask me,
'Any questions?' 1 2 3 4 5
19. I know where to get information about pay conditions I can use in salary
negotiations 1 2 3 4 5
20. I know how to register my credentials on the six figures job vacancy web
site 1 2 3 4 5
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Add the numbers you circled for a total score. If your score is more than 40 points, you need to work more on developing your job search. If you scored 25 points, you don't need more preparation or rehearsal. Proceed to win that job!