

MONTEREY INSTITUTE

MONTEREY INSTITUTE OF INTERNATIONAL STUDIES

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WHERE ARE YOU IN YOUR JOB SEARCH?

A SELF-ADMINISTERED CHECKLIST

This checklist is designed to assess your job search skills and strategies. The way you answer the following questions may yield some important clues to where you may be off target in your job search. Answer each question "Yes" or "No." Then tally your answers to discover which areas need to be strengthened. Contact Career Services for advice and assistance.

I. WHAT YOU KNOW ABOUT YOURSELF

1. Can you clearly state your career goals?
2. Can you explain why you chose your degree program?
3. Can you describe your greatest strength and your greatest weakness?
4. Can you name the professional activities you do best and most enjoy? How about non-work activities?
5. Can you list at least five job skills/abilities you have?
6. For each of your important professional experiences, can you list:
 - five things you did?
 - five things you learned?
 - five contributions you made or things you accomplished?
7. Have you clearly defined your geographical preferences and limitations?
8. Have you determined the salary range you will consider?
9. Have you prepared a CV or resume with which you are satisfied? Have you asked others for feedback on it?
10. Have you identified the qualities and experiences that make you a unique candidate?

II. WHAT YOU KNOW ABOUT EMPLOYERS

1. Can you name at least five kinds of jobs which you might do?
2. Can you name at least 10 employers that might hire a person with your background/experience?
3. Do you know four or five resources to help you find answers to the 3 previous questions?
4. Can you name at least four sources of information to help you discover potential employers in a geographical area?
5. Are you familiar with the organizational structure, programs, and services of your potential employers?
6. In the past month, have you talked to at least three people who are employed in your field of interest with the purpose of learning more about what they do?
7. Can you name at least five employers to whom you will apply for work?
8. Have you contacted alumni who work in your area of interest?

III. CONTACT WITH EMPLOYERS

1. Do you have other sources of job leads besides advertised vacancy listings?
2. Do you know how to tailor a cover letter to attract a specific employer?
3. Are you getting interviews with your cover letter and current CV or resume?
4. Have you attended any meetings of professional associations in your field of interest?
5. Do you know the questions employers are likely to ask you in an interview?
6. Can you clearly state why you are interested in working for each employer to whom you apply?
7. Have you used any of the following methods to prepare for an interview:
 - Role-playing with a friend or relative?
 - Practicing in front of a mirror?
 - Recording answers to interview question on tape?
 - Mock interview with a career advisor?

Now What?

Total your Yes answers and enter them below:

- ___ Section I—Yourself
- ___ Section II--Employers
- ___ Section III--Contacts
- ___ Total Score

Score 26-32

You're right on track—Keep up the good work!

Score 11-25

Close—Why not discuss with your career advisor

Score 10 or below:

Definitely discuss with your career advisor