

# Job Search Performance Review

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Name: \_\_\_\_\_

Date \_\_\_\_\_

**Why a Performance Review?** The goal of this exercise is to raise awareness of what a good job search consists of and to measure how well you are performing on your job search. The information you derive from this exercise will help you understand where you are doing well and where you need to improve. You need not reveal the results to anyone but you are encouraged to make improvements where needed.

**Directions:** In the below *italicized* sentences place an X on the line closest to the phrase that best represents the work you have done. Complete those sentences where you are asked to write a response or fill in a blank. The questions correspond to the four stages of the job search: **STAGE I: SELF-ASSESSMENT**; **STAGE II: PREPARATION**; **STAGE III: IMPLEMENTATION**; **STAGE IV: CLOSING THE SALE**

**Interpretation:** Answers closest to the left margin indicate areas where improvement is needed.

**STAGE I: SELF-ASSESSMENT** – This stage involves being able to *identify* and *articulate* where you want to go and the strengths and skills you bring to an employer. A thorough self-assessment is the foundation upon which a successful job search is based. This task is called: "Developing your "Value Proposition." To help you in complete this task ask yourself: "What work would I enjoy and be good at doing?"

1. <i>I've taken the time to thoroughly assess my interests, strengths and skills and now have a clear sense of what I want to do and what I can offer an employer.</i>		
No self-assessment	Did some assessment	Know my strengths, what I can offer & ideal job title
2. <i>Your "Value Proposition" finds expression in your "Elevator speech". I have:</i>		
No Elevator speech yet	An Adequate one	Great speech
3. <i>When I introduce myself using my "Elevator speech" listeners have a clear sense of what I do and how to help me.</i>		
Listeners are confused/bored	Seem to understand	Understand & offer to help
4. <i>If asked "Why are you the best candidate for the job you are applying for? I am:</i>		
Not yet prepared to answer	Give an adequate answer	Give persuasive & confident reply
5. My brief written answer to the above question "Why are you the best candidate?" would be:		
_____		
_____		
_____		
6. <i>I have an adequate level of skill training to do what I want to do"</i>		
Inadequate Skills/Need training	Adequate Skills	No Training needed
7. If needed, a training which would improve my employability would be: _____		
Optional: I am considering adjusting my career focus: Yes _____ No _____		
If yes, what are you doing to research this possibility? _____		

**Note:** If one or more of your answers fall along the left margin write out where you need to improve: \_\_\_\_\_.

**STAGE II: PREPARATION OR THE JOB SEARCH**

This Stage has three main parts: Part A. – Targeting Industries & Companies

Part B. Collect references and prepare a “talking points” letter for each reference

Part C. Develop Marketing Materials (Resumes, Cover letters, Profile Sheets, Business cards)

Note: Preparation also includes assessing your financial condition and adjusting as needed. That is not reviewed here.

**Part A involves three tasks:** 1. Developing a target industry or industries; 2. Developing a list of target companies who can use my skills; 3. Researching target companies in preparation for networking and interviewing

Questions 8– 10 for Part A:

8. *I have a target industry(ies) where I will be most competitive*

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No Target Industry	Some idea	Have one or more Target Industries
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9. *“I have developed a target list of companies where my skills are needed and I want to work.”*

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No target companies yet	Have a few well known firms	I’ve identified my target firms
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10. If you have target companies then : *“I’ve begun researching each of my target companies.”*

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No Research yet	Some Research	I am actively Researching Companies
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11. My three main target companies are: a. \_\_\_\_\_ b. \_\_\_\_\_  
c. \_\_\_\_\_

**Start of Part B: References & Talking Point Letters for References: Questions 12-13:**

12. *“I have collected at least 3 – 6 letters of reference from people who are positive about me*

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Not done yet	Have references but could use more/better	Have three excellent references
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13. *“Provided each reference with a “Talking Points” letter to help them speak about me in an informed way”*

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Not yet	Spoke to them but not recently	Coached them in what to say via phone/letter
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**Start of Part C: Marketing Materials (Resumes, Cover Letters, Profile Sheets, Business Cards)**

14. *“I have developed a resume that interests employers and results in calls for interviews.”*

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My resume gets few interviews	Resume (gets some calls)	Excellent resume - gets interviews
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15. *“I know what a cover letter must accomplish and can write an excellent cover letter.”*

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Have trouble composing	Write adequate letters	Write excellent letters that get read
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16. *“I have developed a Networking Profile Sheet listing target companies to use when networking.”*

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No Profile Sheet yet	Have one and use it when networking	
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17. *“I have developed a business card I use when networking.”*

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No Business cards yet	Have a business card and use it to network	
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**Note:** Write down what parts of Stage II, A, B, and C, where you need to improve:



29. To provide structure, make contact, sharpen job search skills and help stay motivated I attend networking groups.			
<i>Don't need to</i>	<i>Occasionally</i>	<i>Regularly</i>	<i>Do more than one</i>
30. To help me stay motivated, set goals, avoid discouragement I have a job search buddy or participate in a Buddy Group			
<i>Don't need them</i>	<i>Did in the past but not now</i>	<i>Do Regularly</i>	<i>In more than one</i>
31. When my motivation drops and I'm discouraged I know what to do to get motivated again.			
<i>Don't know what helps</i>	<i>Try things with hit or miss results</i>		<i>Have activities that work</i>
32. I have someone I can talk to about my job search who is supportive and non-judgmental.			
<i>No</i>	<i>Sometimes</i>	<i>Regularly</i>	

**Note:** Write down what parts of Stage III, A,B,C. or D you need to improve:

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### STAGE IV: CLOSING THE SALE – A. Interviewing, B. Salary Negotiations

<b>A. Interviewing:</b> <i>"I've prepared myself well to handle":</i>			
33.. Phone Screenings			
	<i>No</i>	<i>Some</i>	<i>Well Prepared</i>
34. Behavioral Interview Questions			
	<i>No</i>	<i>Some</i>	<i>Well Prepared</i>
35. Tell me about yourself questions			
	<i>No</i>	<i>Some</i>	<i>Well Prepared</i>
36. Strengths & Weaknesses Questions			
	<i>No</i>	<i>Some</i>	<i>Well Prepared</i>
37. Salary Questions			
	<i>No</i>	<i>Some</i>	<i>Well Prepared</i>
38. Why I'm the best candidate			
	<i>No</i>	<i>Some</i>	<i>Well Prepared</i>
39. How to close an interview			
	<i>No</i>	<i>Some</i>	<i>Well Prepared</i>
40. What questions to ASK at an interview			
	<i>No</i>	<i>Some</i>	<i>Well Prepared</i>
41. I regularly send Thank You letters and follow up with phone calls			
	<i>No</i>	<i>Some</i>	<i>Well Prepared</i>

<b>B. Salary Negotiations</b> <i>"I've prepared myself well to handle"</i>			
41. I know how to deflect salary questions"			
	<i>No</i>	<i>Some</i>	<i>Well Prepared</i>
42 .I've researched salary levels in my field			
	<i>No</i>	<i>Some</i>	<i>Well Prepared</i>
43.I know how to use a job offer to negotiate a higher salary"			
	<i>No</i>	<i>Some</i>	<i>Well Prepared</i>

**Note:** Write down what parts of Stage IV, you need to improve:

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