Job Search Performance Review

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| L | awrence Elle, | Julicos | Maaddialca | Career | OCI VICCO. | CODVITUIT | i, 2005 |

| Name: _ | | |
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| 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?"

| "What work would I enjoy and | be good at doing?" | | |
|---|--|--------------------|---|
| 1. I've taken the time to thorou do and what I can offer an em | | s and skills and l | now have a clear sense of what I want to |
| No self-assessment | Did some assessment | Know my | y strengths, what I can offer & ideal job title |
| 2. Your "Value Proposition" fin | ds expression in your "Elevator spe | eech". I have: | |
| No Elevator speech yet | An Adequa | te one | Great speech |
| 3. When I introduce myself usi | ng my "Elevator speech" listeners l | have a clear ser | nse of what I do and how to help me. |
| Listeners are confused/bored | Seem to ur | nderstand | Understand & offer to help |
| 4 .If asked "Why are you the b | est candidate for the job you are ap | oplying for? I am |): |
| Not yet prepared to answer | Give an adequate a | nswer | Give persuasive & confident reply |
| 5. My brief written answer to th | e above question "Why are you th | e best candidate | e?" would be: |
| | | | |
| .6. I have an adequate level of | f skill training to do what I want to d | do" | |
| Inadequate Skills/Need training | g Adequate S | Skills | No Training needed |
| 7. If needed, a training which v | vould improve my employability wo | uld be: | |
| | usting my career focus: Yes doing to research this possibility? | No | |

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 | | | | | | |
| No Target Industry | Some idea | Have one or more Target Industries | | | | |
| 9. "I have developed a target list of companies where my skills are needed and I want to work." | | | | | | |
| No target companies yet | No target companies yet Have a few well known firms I've identified my target firms | | | | | |
| 10. If you have target companies then: "I've | begun researching each of my t | arget companies." | | | | |
| No Research yet | Some Research | I am actively Researching Companies | | | | |
| 11. My three main target companies are: a. | | b | | | | |
| C | | | | | | |
| | | | | | | |
| Start of Part B: References & Talking Point | | | | | | |
| 12 "I have collected at least 3 – 6 letters of | reference from people who are p | ositive about me | | | | |
| Not done yet Have reference | es but could use more/better | Have three excellent references | | | | |
| 13. "Provided each reference with a "Talking Points" letter to help them speak about me in an informed way" | | | | | | |
| Not yet Spoke to them be | ut not recently | Coached them in what to say via phone/letter | | | | |
| | | | | | | |
| 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." | | | | | | |
| My resume gets few interviews | Resume (gets some calls) | Excellent resume - gets interviews | | | | |
| 15. "I know what a cover letter must accomplish and can write an excellent cover letter." | | | | | | |
| Have trouble composing | Write adequate letters | Write excellent letters that get read | | | | |
| 16. "I have developed a Networking Profile Sheet listing target companies to use when networking." | | | | | | |
| No Profile Sheet yet | | Have one and use it when networking | | | | |
| 17. "I have developed a business card I use when networking." | | | | | | |
| No Business cards yet | | Have a business card and use it to network | | | | |
| Note: Write down what parts of Stage II, A, B, and C, where you need to improve: | | | | | | |

STAGE III: IMPLEMENTATION

To implement anything you must first have a plan. Implementation involves: A. Developing a Targeted Job Search Action plan; B. Networking to reach out to your targeted companies; C. Developing a Follow-up System, and D. Creating Supports and Structure to help maintain your motivation and keep you accountable.

| A. Targeted Job Search Action Plan 18. "I :created a Targeted Job Search Action Plan which includes traditional job search activities (responding to internet & newspaper ads) and also uses networking approaches to getting into my targeted companies." | | | | | |
|---|--|-------------------------------------|-------------------------------------|--|--|
| No Specific Plan | Specific Plan Go on a Day to day basis Developed a Targeted plan | | | | |
| 19. The time I spend job hunting each 0 – 10 hours 11- 2 | | 21 – 30 hours | _ 31 – 40+ hours | | |
| 20. Of the hours listed above spent job self-assessment, interview prep., etc)? networking? (Should add up to the hours) | , how much spent in a tradit rs listed in question 19). | ional job search? and h | ow much time is spent | | |
| Preparation Hours per week | Traditional Job Search pe | er week Net | working Hours per week | | |
| B. Networking 21. I developed a list of friends, colleag | gues, professional groups a | nd hiring managers I an | n approaching" | | |
| Not yet De | evelop on a day to day basis | 5 F | Have a targeted List I network into | | |
| 22. I regularly use WIND resources (Li can connect me to my target companie | • • | s Book, Landings Book, |) to connect to "bridge people" who | | |
| Don't know about these Resources | use occasio | nally | Regularly use resources | | |
| 23. I have developed a phone script I u | ise when calling networking | contacts so I am clear, | and articulate." | | |
| No Script "I v | wing it on the few calls I ma | Ke" | Have a script and use it | | |
| 24. I regularly stay in touch with netwo | rking contacts to share infol | rmation and job search _l | progress." | | |
| Little or no networking Sc | metimes follow up with con | tacts | Stay in Touch with Contacts | | |
| 25. On a weekly basis I usually make an average of networking phone calls per week: 0 - 4 calls per wk 5 - 9 calls per wk 21 plus calls per wk | | | | | |
| 26. On a weekly basis I usually arrange an average of networking meetings per week: 0 - 2 meetings per wk 7 or more meetings per wk | | | | | |
| C. Networking and Company Follow-up System 27. I have developed a follow-up system that tracks where I send resumes and interview and I follow-up with calls / emails at regular intervals." | | | | | |
| No follow-up system | When I remember | | Have a follow-up system in place | | |
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| D. Create Structure, Supports and Motivation 28. "I have a regular routine and manage my time well" | | | | | |
| No routine, get distracted | Job Search every da | у | Have a regular routine | | |

| 29. To provide structure, make contact, sharpen job search skills and help stay motivated I attend networking groups. | | | | | | |
|---|--|------------------------|---------------------------|--|--|--|
| Don't need to | Occasionally | Regularly | Do more than one | | | |
| 30. To help me stay motiv | 30. To help me stay motivated, set goals, avoid discouragement I have a job search buddy or participate in a Buddy Group | | | | | |
| Don't need them | Did in the past but not now | Do Regularly | In more than one | | | |
| 31. When my motivation drops and I'm discouraged I know what to do to get motivated again. | | | | | | |
| Don't know what helps | Try things wi | th hit or miss results | Have activities that work | | | |
| 32. I have someone I can talk to about my job search who is supportive and non-judgmental. | | | | | | |
| No | Sometimes | Regularly | | | | |
| Note: Write down what parts of Stage III, A,B.C. or D you need to improve: | | | | | | |

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

| 33 Phone Screenings | | | |
|--|----------------|-------|---------------|
| | No | Some | Well Prepared |
| 34. Behavioral Interview Questions | | | |
| | No | Some | Well Prepared |
| 35. Tell me about yourself questions | | | |
| | No | Some | Well Prepared |
| 36. Strengths & Weaknesses Questions | | | |
| | No | Some | Well Prepared |
| 37. Salary Questions | | | |
| | No | Some | Well Prepared |
| 38. Why I'm the best candidate | | | |
| | No | Some | Well Prepared |
| 39. How to close an interview | | | |
| | No | Some | Well Prepared |
| 40. What questions to ASK at an interview | | | |
| | No | Some | Well Prepared |
| 41. I regularly send Thank You letters and follow սի | o with phone o | calls | |
| | No | Some | Well Prepared |

| B. Salary Negotiations " "I've prepared myself well to handle" 41. I know how to deflect salary questions" | | | |
|---|----|------|---------------|
| 41. I KNOW HOW to deflect salary questions | | | |
| | No | Some | Well Prepared |
| 42 .I've researched salary levels in my field | | | |
| | No | Some | Well Prepared |
| 43. I know how to use a job offer to negotiate a higher salary" | | | , |
| | No | Some | Well Prepared |
| | | | |

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