

# Job Search Readiness

## Career Planning

- I have assessed my skills and interests. Yes\_\_\_  
No\_\_\_
- I have explored how these skills and interests might be applied to my career choice. Yes\_\_\_  
No\_\_\_
- I have summarized my personal experiences in terms of work, education, and other activities. Yes\_\_\_  
No\_\_\_
- I have determined the values or rewards I want to gain from my work and can name three such values. Yes\_\_\_ No\_\_\_
- I have talked to professionals and others associated with my field of interest for advice and suggestions. Yes\_\_\_ No\_\_\_

**Let the Academic & Career Advising Center help you to turn your No's into Yes's. Schedule an appointment with a Career Advisor.**

## Job Search

- I have identified the work settings I will consider. (Large industrial, small business, research centers, educational institutions, government, etc...) Yes\_\_\_ No\_\_\_
- I have identified employers of interest to me who are interviewing candidates with my educational background and who meet my expectations. Yes\_\_\_ No\_\_\_
- I have compiled a list of employers who are of interest to me but may not be interviewing. Yes\_\_\_ No\_\_\_
- I have written a sample cover letter and am pleased with it. Yes\_\_\_ No\_\_\_
- I have prepared a resume to use in my job search. Yes\_\_\_ No\_\_\_

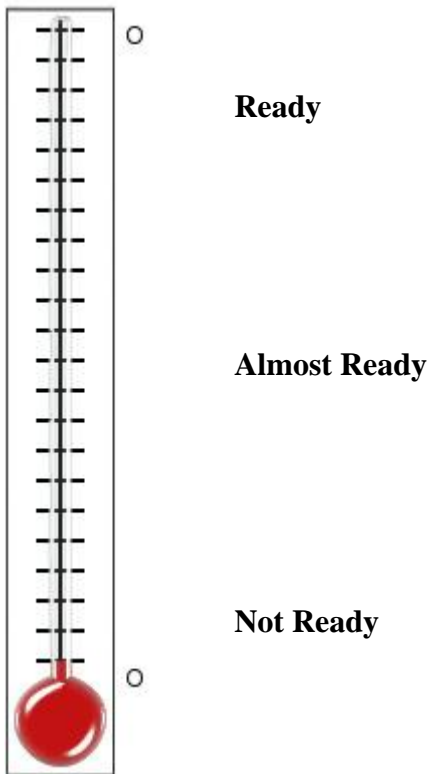
- I have at least three persons who have agreed to serve as references (professors, former employers, etc...). Yes\_\_\_ No\_\_\_
- I have salary data for positions of interest. Yes\_\_\_ No\_\_\_
- I feel prepared to interview. Yes\_\_\_ No\_\_\_
- I know my job expectations. Yes\_\_\_ No\_\_\_

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\*Taken in part from the "Job Search Barometer", The College Placement Council, Inc. 1978.

Adapted for use by the University Career Center.

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