



Less Struggle. More Support. Better Results.

## Job Search 100 Assessment

The Job Search 100 Assessment is a self-paced job search assessment meant to give you a snapshot of where you are and highlight the areas you need to work on.

This program is meant to be used in conjunction with the Career 3D program. The 10 areas you will be working on are:

1. Career Direction	6. Money
2. Job Search Tools	7. Time Management
3. Resume and Correspondence	8. Self-Care and Attitude
4. Job Search Strategies	9. Relationships
5. Applying and Interviewing	10. Physical Environment

Step 1: Read each statement. If the statement is completely true, check off the box. If the statement is not true, i.e. not ALWAYS true, leave it blank. Be a hard grader.

Step 2: Summarize each section. Add up the number of checked-off items for each section and put that number where indicated at the end of each section.

Step 3: Add up all 10 sections and put the total in the progress chart section below. Make this a game and set goals until you have all statements checked off as true.

Note: This is a very rigorous program. Don't worry about your initial score; simply use it as motivation to improve your job search efforts and your life! Remember, the resources and support at Career 3D can help you!

Progress Chart:

<u>Date</u>	<u>Score</u>

## **1. Career Direction**

- I am keenly aware of my values so I can fully align my job search with my values.
- I understand my unique skills, abilities and strengths.
- I know what skills I want to use and/or develop in my next position.
- I understand my basic personality and how it relates to my career and career choices.
- I have taken a career assessment to help me understand my preferences.
- I know the job descriptions and industries I want to target.
- I have identified all the keywords I'm interested in searching on.
- I have defined success for me and my career.
- I am open to alternate work arrangements: part-time, temporary, contract etc.
- I am working with a mentor/coach to help me obtain career fulfillment.

\_\_\_\_\_ # of *Career Direction* boxes checked (10 max)

## **2. Job Search Tools**

- I have a well crafted introduction and elevator speech.
- I have a professional email address.
- I have a professional voice mail message.
- I understand I am a product to be marketed and I know my personal career brand.
- I have updated business/networking cards (not from current or previous employer).
- I have a reliable computer and internet connection.
- I use an electronic or paper tool to keep my schedule/calendar organized.
- I use an electronic or paper system to keep my job search organized.
- I regularly read industry periodicals or professional association website/blog articles.
- I am using a job search program/approach to direct my job search actions.

\_\_\_\_\_ # of *Job Search Tools* boxes checked (10 max)

### **3. Resume and Correspondence**

- My resume is up-to-date, accurate and error free.
- My resume format (chronological, functional or hybrid) fits my experience and goals.
- My resume is well-organized and easy to read.
- My resume includes quantifiable achievements and results for each position.
- I have a Plain Text version of my resume for online applications.
- I have a cover letter template I start from and edit for each application.
- I send a Thank You Note to each person I meet at every interview.
- I have maintained contact with the references on my Reference List.
- All Reference List contact information is up to date.
- I have a well-written networking letter and email message.

\_\_\_\_\_ # of *Resume and Correspondence* boxes checked (10 max)

### **4. Job Search Strategies**

- I have contacted everyone in my network to let them know my situation.
- I attend at least 1 in-person networking event, class or workshop a week.
- I have a minimum of 3 job search conversations each week.
- I have an updated and fully populated LinkedIn profile.
- I have at least 300 LinkedIn connections.
- I know exactly how to find job opportunities online.
- I have identified all the companies/organizations I want to target.
- I am aware of and regularly pursue opportunities of the unpublished job market.
- I have contacted recruiters and/or agencies who specialize in my industry and profession.
- I am a member of my local professional association for my industry and career field.

\_\_\_\_\_ # of *Job Search Strategies* boxes checked (10 max)

## 5. Applying and Interviewing

- I have all information readily available to complete any application.
- For each organization I apply to, I find someone on the inside & have a conversation.
- I follow-up on each application submitted.
- I am aware of the different types of interviews and I handle each appropriately.
- I have interview questions and answers on flash cards for practice.
- I have prepared career success (CAR) stories.
- I am ready at all times for a telephone interview.
- I am ready at all times for an in-person interview.
- For each interview, I research the organization and prepare questions for the interviewer.
- I have a minimum of 2 interview outfits that are clean, pressed and ready to go at all times.

\_\_\_\_\_ # of *Applying and Interviewing* boxes checked (10 max)

## 6. Money

- I have a budget I stick to and I spend less than I make.
- I have an 8 month emergency fund.
- I have reviewed my credit report for accuracy and I know my FICO score.
- I pay my bills on time.
- I have reduced all of my expenses as much as I can.
- I have no credit card debt.
- All my tax returns have been filed and all my taxes have been paid.
- I have no outstanding legal issues.
- I keep track of all my job search related expenses.
- I am realistic about the money I need to earn in my next position.

\_\_\_\_\_ # of *Money* boxes checked (10 max)

## **7. Time Management**

- I set weekly job search goals that I achieve.
- I have a daily and weekly schedule that I stick to.
- I do not waste time watching television.
- I do not waste time on the computer or playing video games.
- I schedule fun into my weekly routine to maintain a good work/life balance.
- I do at least one daily activity I enjoy.
- I have more than enough time to do what I need to.
- I don't get distracted by activities that take time away from my job search.
- Each day I know what my highest priority action is and I complete it.
- In managing my time, I follow my energy.

\_\_\_\_\_ # of *Time Management* boxes checked (10 max)

## **8. Self-Care and Attitude**

- I get enough sleep every night.
- I exercise regularly.
- My personal grooming is appropriate and maintained well for a job search.
- I seek out support every time I need it.
- Most days I wake up motivated to find my next job opportunity, but when I don't, I do what I need to anyway.
- When I get stuck, I have a strategy and I use it to move myself forward.
- I have fully accepted my current situation.
- I don't believe everything I think.
- I am overwhelmingly grateful.
- I reward myself for effort, not just results.

\_\_\_\_\_ # of *Self-Care and Attitude* boxes checked (10 max)

## **9. Relationships**

- I have let go of relationships that do not support me.
- I am completely current with emails and phone calls to others.
- I live life on my own terms, not on the terms of others.
- I don't take things other people say to me personally.
- I don't complain.
- I have a circle of friends and family that appreciate me for who I am.
- I surround myself with people who give me energy and bring me joy.
- I have a support system for my job search.
- I can be my authentic self and not pretend around others.
- I work to build relationships, even when I'm not job searching.

\_\_\_\_\_ # of *Relationships* boxes checked (10 max)

## **10. Physical Environment**

- I have a proper, quiet and separate space to conduct my job search activities.
- I live in and am looking for a job in the city and state that is best for me.
- My car is neat and clean at all times.
- I surround myself with objects that are beautiful to me and provide me with energy.
- My home is clutter free, clean and well organized.
- I regularly donate items I no longer need or use.
- I regularly use nature and the outdoors as an environment to inspire me.
- I feel safe, loved and peaceful at home.
- My environment is a true expression and reflection of who I currently am.
- I am continuously perfecting my environments.

\_\_\_\_\_ # of *Physical Environment* boxes checked (10 max)