**Career Planning Survey**

This is a self-assessment to help you determine if you are ready to jump into your job search. It will help you to think about whether you have the skills you need for the job you want; are you using the most effective job search methods; do you have an outstanding resume that will get you invited to interviews; and finally, are you ready to shine in an interview. Print this survey and complete it. Be honest with yourself as go through the statements.

**For each statement, circle the number that corresponds most closely with your experience.**

**1 = Not at All 2 = Somewhat 3 = Definitely**

**Skills and Abilities**

|  |  |  |
| --- | --- | --- |
| 1. | I know the skills and personal traits that employers are looking for in the job I want. | **1 2 3** |
| 2. | I have a firm knowledge of my skills and abilities, can explain them clearly,  and they are on my resume. | **1 2 3** |
| 3. | I know the titles of the positions that fit my skills. | **1 2 3** |
| 4. | I know which of my job skills are transferable to other jobs. | **1 2 3** |
| 5. | I realistically know the salary that is correct for the job for which I am applying. | **1 2 3** |

**Job Search Strategies**

|  |  |  |
| --- | --- | --- |
| 6. | I know how to use the Internet to explore the labor market and search for job openings. | **1 2 3** |
| 7. | I know how to complete a job application completely and accurately. | **1 2 3** |
| 8. | I know how to submit an electronic job application. | **1 2 3** |
| 9. | I have developed and am continually expanding my professional network. | **1 2 3** |
| 10. | I am connected to social media sites. | **1 2 3** |

**Resumes and Cover Letters**

|  |  |  |
| --- | --- | --- |
| 11. | I have a current, effective resume that is ready to send to employers. | **1 2 3** |
| 12. | I know how to create both a functional and chronological resume. | **1 2 3** |
| 13. | I know how to tailor my resume to the position I am applying for. | **1 2 3** |
| 14. | My resume has a very clear objective / background summary indicating my employment goal. | **1 2 3** |
| 15. | I have an electronic resume and a professional, printed resume. | **1 2 3** |
| 16. | I have an effective cover letter written and can tailor it to each position I apply for. | **1 2 3** |
| 17. | I have proofread and eliminated all errors from my resume and cover letter. | **1 2 3** |

**Interviewing**

|  |  |  |
| --- | --- | --- |
| 18. | I research companies thoroughly before going on an interview. | **1 2 3** |
| 19. | I am prepared to give detailed examples of how I have handled situations in the past. | **1 2 3** |
| 20. | I am prepared with at least three questions to ask an interviewer about the job/company. | **1 2 3** |
| 21. | I know how to write a Thank You letter and follow-up with an interviewer after an interview. | **1 2 3** |
| 22. | I know how to dress appropriately for an interview. | **1 2 3** |
| 23. | I know how to positively present my skills and abilities to an interviewer. | **1 2 3** |
| 24. | I know how to present my strengths and weaknesses to an interviewer. | **1 2 3** |

If you scored yourself a 1 or a 2 for any of the questions above, you should consider attending a workshop that will help you to strengthen that specific skill. (Link to Calendar)

**If you want to talk with a professional about your results connect with a Career Planner.**