



Are You Prepared for the Job Search?

This checklist will help you to identify where you are in preparing for your job search. Your answers to the following questions may yield some important clues. Answer each question “Yes” or “No”, then total your answers at the end of each section to determine your level of preparation.

Self-Awareness

What you know about yourself and your work preferences

- Can you clearly state your career goals?
- Can you name the work activities you do best and enjoy most?
- Can you identify whether you work best with people, data, or things?
- Can you list at least five skills and abilities you have which apply to work?
- Can you explain why you selected your major?
- Have you clearly defined your work setting preferences?
- Have you decided whether you will consider a position which will require travel?
- Can you describe your feelings about supervision and responsibility?
- Can you summarize your personal work experience in terms of work, education, and vocational activities?

A score of less than six “Yes” answers indicates the need to examine your work preferences more closely before proceeding with your job search.

Job Readiness

What you know about resumes, employment correspondence, and interviewing

- Have you prepared a resume and had it critiqued by a Career Center counselor?
- Have you secured at least three professional/academic references?
- Have you drafted a basic outline for cover letters of application and inquiry?
- Can you describe your greatest strengths and weaknesses?
- Can you list several contributions you made or things you accomplished in your more important jobs?
- Do you know at least 20 questions employers are likely to ask in an interview?
- Have you thoroughly prepared answers to possible employer questions?
- Have you formulated general questions to ask a potential employer?
- Do you know how to research for organization information to prepare for an interview?

A score of less than six “Yes” answers indicates the need to develop your employability and job readiness before proceeding with the job search.

Job Campaign

What you know about conducting a successful job search campaign

- Have you identified the target career fields/occupations for your job search?
- Have you clearly defined your geographic preferences and limitations?
- Can you identify at least three resources that list job vacancies in your field?
- Can you name at least four sources of information that could help you identify potential employers?
- Can you identify employers who are interviewing people with your academic credentials?
- Have you talked to professionals and others associated with your career field?
- Have you compiled a list of employers which interest you?

A score of less than five “Yes” answers indicates the need to learn more about effective job search strategies.

UNO COUNSELING & CAREER CENTER
DIVISION OF STUDENT AFFAIRS

Counseling Services
504.280.6683 <http://counserv.uno.edu>

Career Services
504.280.6225 <http://www.career.uno.edu>