

How is your job search going?

Your access to job opportunities will vary depending on the approach you use to job-searching. Use this checklist to find out if you are being as effective as you could be in your job-searching activities, and to find out what else you could be doing to get better at it.

Self		Yes/no/some	Your comments & observations
1	I'm clear about where I most want to work e.g. career field, sector, industry		
2	I can state clearly my skills, knowledge, personal qualities, and can give evidence for these.		
3	I have learned how to network effectively, e.g. through Careers workshop.		
	I have followed good advice on preparing my CV, e.g. through a Careers workshop.		
4	I have gained experience relevant to my career/employment plans (voluntary work, work observation, paid work).		
The market			
5	Through networking and informational interviews I have researched employment opportunities and openings.		
6	From my research I know which organisations would suit me and why.		
7	I know the specifics required in the work I seek – tasks, skills, knowledge and personal qualities.		
My plan			
8	I have allocated adequate time to carrying out my job-search strategies.		
9	I regularly monitor publications and web-sites that are informative on the work/career I seek.		
10	Through networking and other research, I know how best to approach employers of interest.		
Applications			
11	My CV is well targeted to what I'm looking for and I have sought professional feed-back on it.		
12	I follow-up my direct employer contact letters by telephoning to request an interview.		
13	I regularly watch out for and respond to adverts for vacancies in relevant publications / sites.		
Interviews			
14	I have learned how to prepare myself effectively for interviews, e.g. at a Careers Office workshop.		
15	I regularly practice and seek feedback on my interview performance.		
16	I review interviews that I have attended and ensure that I learn from my experience.		
Other comments and notes:			