

Where Are You In Your Job Search?

Job Seeker Profile	
1. Search Duration (months since last job)?	
2. What is your Job Function/Role/Subject Matter Expertise?	
3. Do you have a Value Statement that Differentiates you?	
4. Describe the work plan or task list that drives your search?	

Interviewing Activity	
<ul style="list-style-type: none"> A lack of INTERVIEWS indicates a potential Resume or NETWORKING IMPROVEMENT area. INTERVIEWING improvements can increase JOB OFFERS. 	
1. How many In-person Interviews have you had?	
2. How many 2 nd In-person interviews?	
3. How many Phone Screens?	
4. What STAR Stories are used to paint a picture of your skills?	
FYI: Interview practice will improve your Interviews and Resume.	

Marketing Activity	
<ul style="list-style-type: none"> A lack of JOB APPLICATION INTEREST BY COMPANIES indicates a potential RESUME IMPROVEMENT area. 	
1. How many Job Applications have you submitted?	
2. How many <i>Recruiters have contacted you through LinkedIn?</i>	
3. Is your resume formatted & tailored for each application (job posting)?	
4. Total LinkedIn contacts you have found? At your target companies?	

Networking Activity	
<ul style="list-style-type: none"> 75% of Job Postings are filled through Networking! 	
1. How many Personal Connections made (by phone or face-to-face)?	
2. How many LinkedIn Connections have you made?	
3. How large is your inventory of past and present acquaintances?	
4. How effective is your 30-second Introduction/value statement?	
5. How do you find job leads or opportunities?	

Discovery	
<ul style="list-style-type: none"> Understanding today's job market and your skills and goals. 	
1. List your top 3 Career goals and top 3 Life Goals.	
2. List 3 relevant past Successes and your Value to a company?	
3. Identify 5 personal "Strengths" and 3 "Weaknesses"	
4. List the Job Ads have you reviewed (specs) from today's job market?	
5. List 10 skills and 5 traits that match the job you are seeking? ("T" Chart)	
6. List the perspective company websites have you visited?	
7. List at least 3 companies you are targeting?	

Key Differentiator: Always follow-up Interviews & Networking Meetings with personal email and hardcopy "Thank You" notes.