

# **Jump Start Your Job Search - Readiness Questionnaire**

The key to a successful job hunt is preparation and we want you to be fully informed. The following Jump-Start your Job Search Readiness questionnaire is designed to help you assess and evaluate your job search readiness. It is also designed to help you to identify areas where you could benefit from fine-tuning, changing, or adjusting your approach to job searching. Your answers and scores will give you a good indication of your job search readiness and your present situation. Please take a few minutes to complete this short questionnaire.

## **Instructions**

Complete each of the sections by circling the appropriate number that most closely relates to your present situation. Only circle **one** number per statement.

Breakdown of the scoring:

**No = 1**

**More reflection needed = 2**

**Yes = 3**

## **Calculating Each Section- Understanding your Results**

At the end of each section, add up the numbers and write your total in the Score box. Scores that are 12 points and above mean that you are on the right track and are taking into consideration all aspects of the job search process.

Scores that are 10 points or less suggest that you do not have enough adequate information about the each of the sections below. At this stage in your job search process, it is strongly recommended that you meet with a career or employment counsellor in order to get hands on assistance in areas you may need to improve upon.

**(There are seven sections to answer.)** Once you have your total scores from each of the seven categories, add them up in order to get your Grand Total.

Remember there are no right or wrong answers. They are designed to help you to determine areas where more focus might be needed.

Understanding more clearly ***what you are doing well*** and ***what you might want to improve upon*** is an important step in determining objectives and setting goals; without it, it will be difficult to take action and move forward.

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Before you start your job search, it is important to know where you are in the job search process by taking some time to explore and evaluate several things and figure out or clarify certain aspects, such as:

- ✓ Being able to identify what is important to you in career and life
- ✓ Having a good idea of the type of work or position you are searching for
- ✓ Evaluating your education or certifications in relation to your field of interest
- ✓ Understanding how your work experience and skills connect you to jobs
- ✓ Having a good understanding of the local labour market and what is available

## Knowing what you want- Self Assessment

|  | No                         | Reflection                 | Yes                        |
|--|----------------------------|----------------------------|----------------------------|
| I know what my interests and values are and I have identified the type of work I am looking for.               | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I am aware of my preferences and know how my personality and interests can be used to focus on career options. | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I know what kind of work environment will support my values, personality and interests.                        | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I can use my skills from other experiences and can see how they fit into developing my career goals.           | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I am fully aware of the areas in which I need to improve my skills and am working on these areas.              | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| <b>TOTAL SCORE:</b>  |                            |                            |                            |

If your score is over 12, you have a clear understanding of your skills and abilities and can begin exploring career options.

A score of 10 or less indicates that more exploration is needed. This can be done in a variety of ways, speaking with a career or employment counsellor, conducting informational interviews, volunteering and doing career testing.

## Building your Profile – Skills, Competencies, & Branding

|  | No                         | Reflection                 | Yes                        |
|--|----------------------------|----------------------------|----------------------------|
| I know the three key messages I want to put out there about myself that reflect my work and how I use my skills. | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I know how my previous organization or team benefited from my work.  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I know what drives my motivation and what is meaningful to me in my chosen field/profession.                     | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I have a 30-second summary about myself and what I want.   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I have developed a list of my top ten skills that I have to offer an employer; I can communicate them clearly.   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| <b>TOTAL SCORE:</b>  |                            |                            |                            |

A score of 12 or higher indicates that you have a clear understanding of your skill set and the different ways you can communicate them.

A score of 10 or less is a sign that more in depth reflection is needed in order to recognize the skills that you have solid knowledge of and how to communicate them whether written or verbally.

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| <b>C.V. and Cover Letter</b>  | <b>No</b>                  | <b>Re flection</b>         | <b>Yes</b>                 |
|---|----------------------------|----------------------------|----------------------------|
| I have a current and up-to-date C.V. and cover letter and use keywords that reflect my experience in my field.                | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I know how to match my skills and experience to the requirements of the job I am applying for.                                | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I know how to clearly highlight my accomplishments for each position I have held.   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I know how to tailor my cover letter for each position I apply to and I am able to use it as a supporting document to my C.V. | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I have checked my C.V. and cover letter for any spelling and grammatical errors prior to sending it.                          | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| <b>TOTAL SCORE</b>  |                            |                            |                            |

A score of 12 or higher indicates that your C.V. and cover letter are on target and you can confidently apply for positions.

A lower score indicates that you may need to improve your C.V., which could include editing, rewriting and even formatting. This can be achieved with the help of a career or employment counsellor.

| <b>Networking Strategies</b>   | <b>No</b>                  | <b>Re flection</b>         | <b>Yes</b>                 |
|--|----------------------------|----------------------------|----------------------------|
| I am aware that online job boards are only effective 4-10% of the time in obtaining an in-person interview or securing a job.          | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I have developed a list of people and employers that I would like to meet with for informational interviews.                           | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I know that networking takes time, effort and patience in order to be effective.   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I know what jobs in my field are in demand and I actively use LinkedIn to follow companies and connect with professionals in my field. | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| My networking strategies have a clear direction and I am able to plan, set and execute goals around them.                              | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| <b>TOTAL SCORE</b>   |                            |                            |                            |

A score of 12 or higher shows that you are well informed and are able to navigate your network well. For continuous improvement, challenge yourself by trying new things such as going to special events or volunteering.

A score of less than 12 indicates that you need to re-evaluate your networking approach and increase your understanding of how to utilize your current network. You may want to join MeetUp.com groups, join a networking group or read up on networking for job seekers.

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| <b>Interview Skills</b>  | <b>No</b>                  | <b>Reflection</b>          | <b>Yes</b>                 |
|--|----------------------------|----------------------------|----------------------------|
| I present myself well in interviews; I am articulate and respond to questions in a professional way.                   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I research companies thoroughly before I go to an interview.   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I always prepare at least 3-4 questions for the interviewer(s) that don't deal with salary, benefits or vacation time. | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I am prepared to give concrete examples of how I have handled situations in the past.                                  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I have a one minute summary which answers the question: "Tell me about yourself?"                                      | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| <b>TOTAL SCORE:</b>  |                            |                            |                            |

A score of 12 or higher shows that your knowledge of the interview process is good and with practice will only get better. Inform yourself about the different styles of interviewing: group, panel and technical, so that you know what to expect.

A score of less than 10 indicates that you need to do some work to get a better understanding of job interviewing. You may want to talk to an employment counselor who knows what works and what doesn't in an interview.

| <b>Self Management - Motivation and Goal Setting</b>   | <b>No</b>                  | <b>Reflection</b>          | <b>Yes</b>                 |
|--|----------------------------|----------------------------|----------------------------|
| In my daily search for employment, I know what my two or three primary tasks are, and I am able to make them my priority.                    | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I continue to actively participate in my other interests and hobbies and socialize with friends and family.                                  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I am able to turn my unemployment experience into a positive one by setting attainable goals and getting support from others when I need to. | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I am able to manage any negative thoughts or feelings I have around my job search.   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I often miss out on applying for job opportunities because I become preoccupied with the details of one job application.                     | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| <b>TOTAL SCORE:</b>  |                            |                            |                            |

A score of 12 or higher shows you are on the right track and are managing both your concrete goals as well as maintaining your motivation. Keep up the great work!

A score of less than 10 reflects that while certain things are going well, you may want to consider obtaining additional support with your goal setting and create new strategies to make them more attainable. Achieving set goals is directly linked to feeling motivated and helps you stay on track!

# Jump Start Your Job Search - Readiness Questionnaire

## Well Being and Balance - Resiliency

|  | No                         | Reflection                 | Yes                        |
|--|----------------------------|----------------------------|----------------------------|
| I have a good support network of friends, family and peers that I see regularly.                                 | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I believe that success can be measured in many different ways, from life accomplishments to career achievements. | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I make a conscious effort to stay positive and I have ways to turn my negative thoughts around.                  | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| I take time for myself including scheduling in the things I enjoy doing.   | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| When I feel overwhelmed, I am able to ask for help from friends and family, or other support services.           | 1 <input type="checkbox"/> | 2 <input type="checkbox"/> | 3 <input type="checkbox"/> |
| <b>TOTAL SCORE:</b>  |                            |                            |                            |

A score of 12 or higher shows that you take the time to check in with yourself, and that you actively exchange with your support network. This is a very important aspect of job searching and is essential in maintaining positivity and balance.

A score below 10 may be a sign that you are not taking enough notice of the stresses associated with job searching. It is recommended that you continue to do, or introduce new activities that engage you, and spend time with people that are important to you.

## Once you have completed step 1, transfer your score totals in order to get the Grand Total.

| Summary                | Total Score |
|------------------------|-------------|
| Self Assessment        |             |
| Building Your Profile  |             |
| C.V. and Cover Letter  |             |
| Networking Strategies  |             |
| Interview Skills       |             |
| Self Management        |             |
| Well Being and Balance |             |
| <b>Grand Total:</b>    |             |

## Results

**75 or better** – You are managing the various aspects of your job search very well and making adjustments as needed. It's always a good idea to get some feedback from career and employment counselors who can provide additional guidance at the various stages of your search for employment.

**70 to 55** – You have a good grasp of the fundamentals for a successful job search. You may want to consider reviewing areas in more depth to improve and polish your knowledge on specific job search topics. This will help you to elevate your marketability to employers and improve your chances of getting an offer. Meeting with a career or employment counselor is recommended.

**52 or less** – You may be having difficulty in particular areas and may not know why or how to correct these areas. Meeting with a career or employment counselor who can help you plan and execute your goals is highly recommended.

# **Jump Start Your Job Search - Readiness Questionnaire**

For more information on how YES can help you in your job search, go to [www.yesmontreal.ca](http://www.yesmontreal.ca) or attend our **Jump Start Your Job Search Information Session**. This **FREE** workshop takes place **Tuesdays & Fridays from 2:00 PM - 4:00 PM**. This workshop is also available as an online webinar to people living off the island of Montreal.

YES is situated at 666 Sherbrooke Street West, Suite 700 in Montreal.