



## CHECKING MY JOB SEARCH PROGRESS

Generally problems with the job search can be divided into two different areas:

1. *You are applying for jobs, but are not getting interviews...*
2. *...you are getting interviews, but not getting job offers*

Use this worksheet to determine where you may be having problems and to make changes in your job search to address them.

### If you are not getting interviews. . .

	YES	NO
1. Are you job searching at least 6 hours a day?		
2. Do you have specific job search goals that you set for each week and are you working toward those goals?		
3. Do you have a written job search plan and are you working that plan?		
4. Do you have a professional email address and do you regularly use and check that email for job search activities?		
5. Have you done a Google search on yourself to see what employers might find and cleaned up all your online profiles and activities to support your job search?		
6. Are you using multiple on and off-line sources to find job leads?		
7. Are you using networking contacts on and off-line to find "hidden" job opportunities?		
8. Are you making sure that you meet all the <b>requirements</b> of the job before you submit a resume or application?		
9. Are you researching the company before you apply and creating a <b>targeted</b> resume and cover letter that is specific to each company and position?		
10. Has a professional reviewed your resume and cover letter templates to check for errors and to make suggestions for improvement?		
11. Are you optimizing your resume for keyword searches so that employers are more likely to find you in their database?		
12. Do you have a LinkedIn profile and are you using your LinkedIn account to research employers and target hiring managers?		
13. Do you follow up with employers after you've submitted a resume or application?		
14. Are you finding and using networking contacts to bypass HR and get your resume or application in front of hiring managers?		
15. Are you participating in networking events attended by your target employers and making efforts to make connections at your target organizations?		

## If you are getting interviews, but not getting job offers. . .

	YES	NO
1. Are you thoroughly researching the job and the company prior to your interview so that you can talk knowledgeably with the employer and sell your value to the organization?		
2. Have you practiced answering common interview questions, including behavioral interview questions?		
3. Have you done practice interviews with a knowledgeable person who is able to give you feedback on your responses, your body language, etc.?		
4. Are you able to articulate your “unique selling points” so you can use them to describe to the employer why you are the perfect person for the job?		
5. Have you practiced answering any “problem” interview questions related to your work history, work experience, personal life, etc.?		
6. Do you know that you make a positive first impression by smiling, firmly shaking the interviewer’s hand, maintaining eye contact, etc.?		
7. Are you dressed appropriately for interviews?		
8. Are you making sure that you arrive on time to interviews, with copies of your resume?		
9. Have you developed a list of appropriate questions to ask the employer during the interview?		
10. Have you researched salaries for the positions that interest you and are you prepared to answer the question “What kind of salary are you looking for?”		
11. Are you following up after the interview by sending thank you notes to the people you spoke with reminding them of your best qualifications for and your interest in the job?		
12. Have you checked to see if there are problems with your references?		
13. Are there problems/issues that might come up in a background or credit check?		
14. Do you follow up with companies you haven’t heard from to see if a decision has been made or they need additional information?		

### **ACTION STEPS**

Based on your answers to the questions above, what are your top 5 priority actions to begin addressing the potential problems you’ve identified?

- 1.
- 2.
- 3.
- 4.
- 5.