

Exercise

Put your job-seeking skills to the test

Test your job-seeker skills and find out how well prepared you are for the process.

The test will give you and your career coach some insight into what you are good at and what you need to focus on when it comes to your job search.

Rate the statements in the form and answer the questions below. Repeat the test at the end of your coaching process and compare the results to see what you have learned.

Name:						
		Completely disagree	Disagree	Unsure	Slightly agree	Completely agree
Your expertise		1	2	3	4	5
1	I have a clear goal for my job search					
2	I have a clear plan for what I need to do to reach my goal					
3	I know what I can offer an employer					
4	I know what motivates me in a job					
5	I know what my strengths are in a job					
6	I am familiar with my own personal attributes					
7	I can explain what my formal competencies are					
Finding a job		1	2	3	4	5
9	I know what to look for in a job ad					
10	I keep abreast of vacancies in my industry					
11	I know where and how to find vacancies					
12	I can identify which jobs I want to apply for					
13	I know how to go about finding opportunities on the hidden labour market (jobs that aren't advertised)					
14	I am comfortable drawing on my network to help me in my job search					
The job search		1	2	3	4	5
15	I have a clear and professional CV					
16	I am happy with my CV					
17	My core competencies are well formulated on my CV					
18	I always adapt my CV to the job I am applying for					

19	I can express what motivates me in a job both verbally and in writing					
20	I know how to go about making a phone call to a potential employer					
21	I write good job applications					
22	I know how to give a quick oral presentation of myself and my competencies					
23	I know how to use temporary staffing agencies in my job-seeking process					
24	I know which recruitment and temporary staffing agencies are active in my industry					
25	I know how to follow up on the applications I have submitted					
Interviewing		1	2	3	4	5
26	I know how to prepare for an interview					
27	I know what information about a company I should read up on before an interview and how to do this					
28	I know what questions I may be asked at a job interview					
29	I know the difference between different types of job interviews – and what is expected of me					
30	I know what I need to take with me to an interview					
31	I know how to make a good first impression					
32	I know how to give a good answer to the question: <i>"tell us a little about yourself"</i>					
33	I can give a good summary of my CV and explain what I have done					
34	I can explain my strengths in a job to an employer					
35	I know how to answer questions about weaknesses					
36	I can give good examples of what I can contribute					
37	I know how to answer difficult questions in an interview					
38	I always prepare good questions to ask the employer at an interview.					
39	I can explain to an employer why they should hire me					
40	I know how to go about preparing my references					
41	I know how to evaluate my own performance after an interview					
42	I know how to follow up after a job interview					

Questions about the test:

Which categories did you score the highest in?

Which categories did you score the lowest in?

Before job coaching:

Based on this test, what do you think are the most important areas for you to work on to improve your prospects as a jobseeker?

After job coaching:

Compare your result now with the score you got the first time you did the test. What have you learnt?