

JOB SEARCH READINESS

On a scale of 1 to 5, circle where you are for each statement.

“1” means you need more information and are not ready at this time

“5” means you are ready and don’t need to seek more information about this area

INTERVIEW TECHNIQUES:

1. I research companies thoroughly before I go to an interview.

5 4 3 2 1

2. I am prepared with at least 3 questions for the interviewer regarding the open job.

5 4 3 2 1

3. I am prepared/practiced to give examples of how I have handled situations in the past.

5 4 3 2 1

4. I know what employers expect to learn in an interview.

5 4 3 2 1

5. I can answer the toughest questions an employer might ask during the interview.

5 4 3 2 1

6. I know how to write and send “thank you” letter after the interview

5 4 3 2 1

7. I know how to, and do, dress appropriately for the interview.

5 4 3 2 1

8. I arrive at least 10 minutes earlier than the interview start time.

5 4 3 2 1

TOTAL SCORE: _____

-If less than 30.....work needed on a plan to improve

-if more than 35.....you are well prepared with your interview skills