

## 'Career Ready' Self Assessment Checklist

Instructions: Assess your job search readiness, give yourself a point for each box checked. Areas with the least points are areas where you may choose to focus your efforts. Email this assessment to your Veterans Employment Representative: [alan.hill@state.mn.us](mailto:alan.hill@state.mn.us) for review and for assistance with your job search.

### RESEARCH

- I have identified my career job title as: \_\_\_\_\_ or \_\_\_\_\_
- I have identified the top 3 companies that I want to work for by name
- I have identified the name(s) of the person(s) most likely to hire me in those companies
- I KNOW the top challenges faced by these companies (according to press releases, etc.)

\_\_\_\_\_  
Total Points (of 4)

### PREPARE

- My resume has been critiqued by a minimum of 3 different people
- I know how to extract key skills & value from each job posting to include in my resume
- I know what is appropriate/inappropriate interview attire for my ideal job
- I have practiced behavioral interview questions (completed 3 mock interviews)
- I have a documented list of my career accomplishments (3 – 4 per job)
- I have at least 3 written recommendations from my supervisor, peers and others
- I have 3 to 5 references and their contact information on a separate page
- I have several thank you note cards, for interviews and informational meetings

\_\_\_\_\_  
Total Points (of 8)

### CONNECT

- I have identified the top 2 industry associations with local chapters in my area
- I have identified the top 2 professional associations with local chapters in my area
- I am prepared/able to attend events hosted by these 4 organizations
- I use LinkedIn/Facebook/Twitter to share interests with others in my career field
- I have identified a cause or group I am personally passionate about volunteering for

\_\_\_\_\_  
Total Points (of 5)

### DAILY ACTIVITY

- I have a resume visible on Minnesota Works <http://www.minnesotaworks.net>
- I have a LinkedIn/Facebook/Twitter account I update and check regularly
- I have access to Skype or appropriate video conference tool for interviews
- I have access to a phone for phone interviews
- I read 2 industry journals weekly for insight into my industry/career
- I have 3 mentors employed in my industry/top companies I regularly consult for advice
- I have appropriate interview clothes ready to go (clean, neat, presentable)

\_\_\_\_\_  
Total Points (of 7)

**Total score \_\_\_\_\_ of 24 points**