

Career Planner Checklist

The purpose of this checklist is to identify the categories in an effective job search and help you determine where improvement or more effort is needed.

- Can you clearly state your career goals and share why you chose this career?
- Can you describe your greatest strengths and back them up with a story (refer to STAR technique)?
- Can you describe your weaknesses in a positive fashion?
- Do you have an elevator pitch (personal statement) that conveys your value?
- Can you list 5 of your accomplishments in a quantifiable way, backed up by a story (STAR)?
- Can you describe your actual job skills relative to your chosen career area?
- Have you determined the salary range for the position you are seeking?
- Can you list 5 organizations that may have an interest in people with your background and training? (refer to target list worksheet)
- Have you located 3-4 resources to help you answer the above 2 questions?
- Do you look for a job in places other than the newspaper?
- Have you developed a list of contacts to begin networking & practice your elevator pitch (refer to networking grid)?
- Have you prepared a resume/CV that you are satisfied with?
- Have you solicited feedback on your resume/CV from people in your field?
- Have you identified questions to ask the interviewer?
- Have you practiced interviewing? (using InterviewStream or other simulations)
- Do you feel confident about who you're selling and why someone should hire you?