



25 Questions to Assess Your Jobhunting Skills/Process

1. I understand my strengths/and how they define my personal brand?
2. I know my reputation and how other describe me?
3. I know my preferred communications style and how to work with others?
4. My resume showcases my unique strengths and my results?
5. I know my career objectives? I know if I switching industries or functions or staying in my lane.
6. I've optimized my LinkedIn profile to attract recruiters?
7. I adjust my interview style based on the person (HR, hiring manager, coworkers) I'm talking to?
8. I can answer the question tell me about yourself in a clear statement that is less than 3 minutes?
9. I know my LinkedIn selling score and how to improve it?
10. I've optimized my resume to with the ATS (automated Tracking Systems)?
11. I know the most important key words that are needed in my resume and LinkedIn profile?
12. I have a large network of friends and business associates I can tap into for help in job hunting?
13. I have a balanced score card that enables me to compare different jobs against each other to figure out which opportunity is the best one for me?
14. I successfully manage my stress by exercise, meditation, listening to music, diet, etc.?
15. I am actively involved in giving back to my community, professional associations or religious institution on a regular basis so I feel good about myself? I am paying it forward to help others?
16. I keep up with industry trends so I'm up to date on what is important?
17. I have an elevator speech that describes what I do, why I do it, who I do it for and why I'm passionate about it?
18. I've practiced my interviewing skills with others or via recording my answers so I am well prepared for whatever questions I am likely to encounter?
19. I know what questions to ask to help me understand if this company is a good fit for me?

20. I do my homework before an interview so I know the company, their goals, their strategy, their financial status, and something about the people I am interviewing with?
21. I have mastered the answer the question "how much do you expect to be paid"?
22. I follow up after my interviews with a thank you note and ask about next steps?
23. I routinely ask for feedback after the interview, or after I get rejected for a job?
24. I don't waste time applying for jobs that are not a good fit?
25. I am good at negotiating a bigger salary and benefits package to meet or exceed my needs? I am confident about walking away from an offer that is not good?

Scoring: If you can answer "Yes" give yourself 1 point, if no give yourself zero points

If your total point score is:

20-25 You're doing great-just keep going

15-19 You're doing well but could benefit from short term coaching to tweak things

10-14 You should consider a coach who can help you fill in the gaps and speed up your progress

00-09 You don't have a clear direction and the skills to help you succeed. Get a coach to help you plan your strategy and approach.