



# WORKSHEET – A

## PREPARATION FOR JOB SEARCH



Learning theorists tell us we all possess a “self system” which enables us to have a measure of control over thoughts, feelings, motivations and actions. And we each have specific capabilities to organize and accomplish tasks in order to be successful in any given situation e.g. make a successful transition from UWM to career.

This worksheet will help you assess your commitment, readiness, life issues and personal resources—all of which will help you build a foundation for successful job seeking. With this in place, you will be ready to begin building your job seeking tools and skills (e.g. resume, employer research, networking, and interviewing).

### COMMITMENT

**Commitment** is critical to the accomplishment of any goal. Commitment involves ability and willingness to **focus** your personal resources—energy, time, and talent—on the tasks necessary to accomplish the goal.

Use the following scale to assess your commitment to engaging the job search process

- 3...100% committed and ready to do whatever it takes to be successful
- 2...somewhat committed, but have other priorities in my life; want to integrate the best approaches into my busy life
- 1...not very committed, but willing to try out some ideas

**COMMITMENT RATING:** \_\_\_\_\_

**TIME:** Estimate the number of hours you are willing to devote to job search in a week as you look at the next 3 months.

**HOURS PER WEEK IN JOB SEARCH:** \_\_\_\_\_

### READINESS

**Readiness** measures the mental and emotional degree to which you feel you are able to successfully complete job search tasks necessary for success.

Job Hunting entails a number of situations which are complex, challenging, and uncomfortable as well as exciting and uplifting. **Readiness** is an important consideration as you begin job seeking.

Use the following scale to assess your readiness for successfully completing the job search process

- 3...very high and confident—no help needed
- 2...fairly high and confident—could use some assistance
- 1...low—need help before moving on

- \_\_\_ Handling the ambiguities and uncertainties of the future
- \_\_\_ Developing the tools necessary for success (resume, letter, e-mail, personal commercial, interviewing skills)
- \_\_\_ Possessing/developing verbal communication skills
- \_\_\_ Possessing/developing written communication skills
- \_\_\_ Understanding my personal job market (organizations, openings, opportunities which match my studies, skills, experiences)
- \_\_\_ Gaining clarity around what and where I want to work next year
- \_\_\_ Gaining clarity around what and where I want to work in 5 years
- \_\_\_ Possessing knowledge of the issues, challenges and language of the field(s) with which I want to work
- \_\_\_ Establishing resilience, persistence and patience for managing a long term (4-6 plus months) job search
- \_\_\_ Maintaining a helpful balance between anxiety and positive excitement as I face the future
- \_\_\_ Having time management skills for successfully integrating job search into my busy life
- \_\_\_ Managing the emotions around leaving the security of campus life and established relationships
- \_\_\_ Being competent to reach out and present myself to employers and articulate the value I add to an organization or position
- \_\_\_ Having support, faith, confidence and/or people I can count on to help me in the “emotional roller coaster” of job search
- \_\_\_ Other \_\_\_\_\_
- \_\_\_ Other \_\_\_\_\_

## CONTEXT

Context refers to your *larger life*---past and present--- and the world in which you live. This includes such issues as personal limitations, special gifts or opportunities, family, ethnicity, societal and religious background, geographical preferences; unique challenges, responsibilities, financial needs, economic variables and realities, timeframes etc. which have an impact on your job search success.

Use the space below to describe any issues or circumstances which need to be considered as you move ahead with your job search plan.

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## IDENTIFY PEOPLE IN YOUR NETWORK

**People I can count on for support:**

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**People who can connect me to employment contacts and informational meetings:**

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