

*It's not what you don't know that gets you in trouble.
It's what you think you know, that isn't true that does the damage.*

Are you flushing your job search down the toilet with a lack of information about yourself, how the labor market "really" operates and the company/field?

To be a highly successful job seeker you need to acquire and use three (3) types of information:

1. Information About Yourself

- What do you have to offer an employer (skills, knowledge, abilities, interests, motivations, achievements, successes, experience, types of companies for which you'd like to work, etc.) and what are you willing to do to get the job?
- What do you want in return for your labor (compensation package, values you want met, desired work environment, etc.)?
- What are you willing to do to get the job (commute/travel time, risks you're willing to take, etc.)?

2. Information About The Labor Market

- What are the most common mistakes made by job seekers (resume, cover letter, job finding, networking, interviewing, salary negotiations, etc.)?
- What are the best ways to find a "good job" in the shortest possible time, for the highest possible compensation package?

3. Information About The Employer & The Field

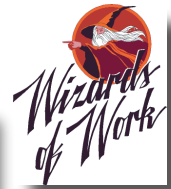
- What do you know about the company, the trends in the field or the tasks you'll be asked to perform?

The following quiz will give you a good idea about your potential as a job seeker by evaluating your knowledge of these three (3) areas.

Directions: Place a "√" in the appropriate box for each question.

(If you can't come up with an answer immediately, your answer is NO!)

	<i>Yes</i>	<i>No</i>
1. Can you list 40 - 60 of your most marketable skills (what you can offer an employer)?	<input type="checkbox"/>	<input type="checkbox"/>
2. Can you list 10 things that motivate you to do good work?	<input type="checkbox"/>	<input type="checkbox"/>
3. Do you know the lowest dollar & benefit amount you're willing to accept in your next job?	<input type="checkbox"/>	<input type="checkbox"/>
4. Can you list 2 job titles which you are willing to accept and are capable of performing?	<input type="checkbox"/>	<input type="checkbox"/>
5. Can you list 5 of your most relevant work related achievements or successes?	<input type="checkbox"/>	<input type="checkbox"/>
6. Can you list 10 elements that make up your ideal job?	<input type="checkbox"/>	<input type="checkbox"/>
7. Can you define how long you can look for the ideal job before taking a survival job?	<input type="checkbox"/>	<input type="checkbox"/>
8. Can you define your immediate, mid and long range career goals?	<input type="checkbox"/>	<input type="checkbox"/>
9. Can you define your 3 primary strengths and 3 biggest weaknesses?	<input type="checkbox"/>	<input type="checkbox"/>
10. Have you developed 20 different types of companies which can use your skills?	<input type="checkbox"/>	<input type="checkbox"/>
11. Are you willing to spend at least 40 hours/week looking for work?	<input type="checkbox"/>	<input type="checkbox"/>
12. Have you developed a list of barriers that may keep you from finding work?	<input type="checkbox"/>	<input type="checkbox"/>
13. Have you identified three cities you'd relocate to for a good job?	<input type="checkbox"/>	<input type="checkbox"/>
14. Have you list of 50 people who you can contact as part of a job search network?	<input type="checkbox"/>	<input type="checkbox"/>
15. Have you determined how far you're willing to commute?	<input type="checkbox"/>	<input type="checkbox"/>



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Information About Labor Market Operations, The Employer & The Field

	Yes	No
16. Can you name 4 reasons people suffer from extended unemployment (past 26 weeks)?	<input type="checkbox"/>	<input type="checkbox"/>
17. Can you name 10 common job search mistakes?	<input type="checkbox"/>	<input type="checkbox"/>
18. Can you name 10 common interview mistakes?	<input type="checkbox"/>	<input type="checkbox"/>
19. Can you name 10 common application preparation mistakes?	<input type="checkbox"/>	<input type="checkbox"/>
20. Can you name 10 common job lead development mistakes?	<input type="checkbox"/>	<input type="checkbox"/>
21. Can you name 10 common salary negotiation mistakes?	<input type="checkbox"/>	<input type="checkbox"/>
22. Can you name 10 common resume mistakes?	<input type="checkbox"/>	<input type="checkbox"/>
23. Can you name 10 common cover letter mistakes?	<input type="checkbox"/>	<input type="checkbox"/>
24. Can you name 10 common internet job search mistakes?	<input type="checkbox"/>	<input type="checkbox"/>
25. Can you name the 2 biggest reference checking mistakes?	<input type="checkbox"/>	<input type="checkbox"/>
26. Can you name 10 common job search management mistakes?	<input type="checkbox"/>	<input type="checkbox"/>
27. Can you name the 5 most successful methods for finding a job?	<input type="checkbox"/>	<input type="checkbox"/>
28. Can you name the 2 best people to contact in a job search?	<input type="checkbox"/>	<input type="checkbox"/>
29. Can you list 5 types of research information you need about a company, before applying?	<input type="checkbox"/>	<input type="checkbox"/>
30. Can you list 5 ways to determine your economic value in the labor market?	<input type="checkbox"/>	<input type="checkbox"/>
31. Can you answer the following interview questions EASILY?	<input type="checkbox"/>	<input type="checkbox"/>
- Why should I hire you?		
- Tell me about yourself?		
- What's your biggest weakness/biggest strengths?		
- What are your salary expectations?		
- Why'd you select this field/career/line of work?		
- Why'd you apply at this company?		
- What are your future career plans?		
- What motivates you to do exceptional work?		
32. Can you list the 5 types of questions you should ask the interviewer?	<input type="checkbox"/>	<input type="checkbox"/>
33. Can you list 5 elements that should be included in any job offer?	<input type="checkbox"/>	<input type="checkbox"/>

Number Of YES Answers: _____
Number Of NO Answers: _____

How Do You Measure Up



- 20 - 33 NO's** You're in big trouble! You need as much help as you can get. You really need to attend a job search class and/or use a job search books as your guide.
- 15 - 19 NO's** You're in a little bit better shape than the group above, but not much. You still need lots of work to even think about being competitive for the better jobs.
- 5 - 14 NO's** You're competitive, but don't get a big head! Trained job seekers will beat you out for the job.
- 0 - 5 NO's** Go get a good job and start paying into my S.S. fund! You're ready to play with the big dogs!