

Job Search Strategy Assessment

Take a moment to read each strategy. In the box next to each strategy, write the number of hours per week that you typically spend implementing that strategy. You will have three minutes for this exercise.

Hours per week

- #1 Using the “creative” approach to job hunting or career change; doing homework on yourself, to figure out what your favorite and best skills are; then targeting organizations in your field; followed up by using your personal contacts to get in to see, at each organization that has interested you, the person who actually has the power to hire you (not necessarily the human resources department), **before** they post the job you could do for them.
- #2 In a group, with other job hunters, using your list of target companies (using the internet, job search engine, or *Business Journal Book of Lists*), same as #1 above.
- #3 By yourself, using your list of target companies, calling employers in those fields to see if they are hiring for the kind of work you do.
- #4 Knocking on the door of any employer, factory or office that interests you, whether they are known to have a job vacancy or not.
- #5 Asking family members, friends, former teachers & professors you know about target companies, and possible contacts within those companies.
- #6 Attending career fairs or job fairs.
- #7 Going to the state/federal employment service offices or “one stop career centers”
- #8 Networking at association meetings/conferences appropriate to your field.
- #9 Taking a civil service exam
- #10 Going to places where employers come to pick out workers, like union hiring halls
- #11 Going to private employment agencies, search firms, or recruiters
- #12 Answering local newspaper ads
- #13 Answering ads in professional or trade websites appropriate to your field
- #14 Mailing out resumes to employers at random
- #15 Using the internet to look for job postings or to post your resume

Number of hours doing administrative (letters, emails) and follow up work each week.

Add all of the above numbers and determine the total average number of hours per week invested in job search.

Which strategies do you use the most? Strategies # _____

Which strategies do you use the least? Strategies # _____

1. 86%
2. 84%
3. 69%
4. 47%
5. 33%
6. 18%
7. 14%
8. 14%
9. 12%
10. 8%
11. 14%
12. 14%
13. 7%
14. 7%
15. 7%

This strategy information comes from the book “What Color Is Your Parachute”, by Richard Bolles. Used with permission by Career Ministries.