

# APRIL: Job Search Challenge

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Career Services wants you to take the Job Search Challenge! Use this tool to:

**A**ssess your job search progress plus formulate a

**P**lan for your personal job search campaign. Developing an aggressive and focused job search strategy that best fits your goals is extremely important.

**R**each out and cast your net to your inner circle of contacts. Employers continue to use referrals as one of the best (and proven) methods for finding and hiring new college graduates. However, you must

**I**invest time and energy in your campaign along with a positive and enthusiastic attitude. Start identifying resources that best fit with your job search strategy. What works for someone else may not work for you. Know how employers in your particular career field prefer to recruit and hire for their entry-level positions. For a job search to be successful, you must keep a

**L**og of your activities. Follow-up is a key element of any job search campaign and it is critical that you track every step along the way.

At the conclusion of this challenge, we ask that you personally meet with a career advisor to review your challenge and discuss your individual career plans. Walk-in Advising is available Monday through Friday from 12:00 until 3:00 p.m. on a first-come, first-served basis. Individual appointments can be arranged by calling the receptionist at 231-6241.

## LET'S BEGIN!

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### ARE YOU INVESTING ENOUGH TIME?

- Approximately when did you start your search? \_\_\_\_\_
- Approximately how many hours per week do you spend on your job search? \_\_\_\_\_
- When do you need/want to have a firm job offer? \_\_\_\_\_
- Do you schedule time for job search tasks each week? YES NO

[Six Job Search Tips](#)

### ARE YOU MAXIMIZING THE SERVICES AND RESOURCES OF CAREER SERVICES?

- Have you visited the [Smith Career Center](#) within the past six months? YES NO
- Have you read/reviewed the printed material provided ([Career Planning Guide](#), handouts, books/directories/resources in the [Career Resource Center](#), brochures, fall/spring resources/events sheet, etc.)? YES NO
- Have you used the [walk-in advising](#) service held Monday through Friday from noon to 3:00 p.m.? YES NO
- Have you activated your account (or updated your account) on [Hokies4Hire](#)? YES NO
- Are you an active user of all features in [Hokies4Hire](#) (On-Campus Interviewing Program, job listing database, and resume views by employers)? YES NO
- Have you sought advice from [Career Services](#) on your resume or other career issues? YES NO
- Have you attended any [workshops](#) conducted by Career Services? YES NO
- Have you participated in the [Mock Interview Program](#)? YES NO
- Have you scheduled and attended an [appointment](#) with a career advisor? YES NO
- Are you utilizing the Career Services web site and the [valuable links](#) that are available for your job search? YES NO
- Have you read the [Post-Graduation Report](#) and included the data in your job search? YES NO
- Are you using the following tools: [Going Global](#), [CareerSearch](#), [The Job Seeker](#), [VTCareerLink](#)? YES NO

## IS YOUR RESUME/COVER LETTER HOLDING YOU BACK?

- Have you had your [resume](#) critiqued by Career Services in the last six months? YES NO
- Have you made any changes to your resume since you started your job search? YES NO
- Approximately how many times have you sent your resume for a posted job? \_\_\_\_\_
- Do you use the same resume for all job leads/applications? YES NO
- Is your objective the same on your resume(s)? YES NO (See [Career Planning Guide](#) for Sample objectives)
- Do you [always send a cover letter](#) with your resume? YES NO
- Did you use a [resume template](#) when drafting your resume? YES NO
- Does your resume have a lot of empty (or white) space? YES NO
- When sending a [printed version of your resume](#) and cover letter, do you use professional quality paper and matching envelope? YES NO
- Do you always send or address your cover letter to a named individual? YES NO
- Do you always tailor each cover letter to the specific needs of each employer?  
YES NO
- In your [cover letter](#), do you request action from the employer? YES NO

## ARE YOUR INTERVIEW SKILLS UP TO SPEED?

- How many [interviews](#) have you had? \_\_\_\_\_
- Of those, how many resulted in a second interview? \_\_\_\_\_
- Did any of your interviews result in a [job offer](#)? YES NO
- Do you [prepare for every interview](#)? YES NO
- Do you pursue all opportunities, even if you are unfamiliar with the employer at first?  
YES NO

### What have you done to improve your success in interviews?

- Read the Career Planning Guide or other [books/articles](#) on interviewing skills YES NO
- Met with a career advisor to discuss my interviewing skills YES NO
- Participated in a [mock interview](#) through Career Services YES NO
- Practiced replies to interview questions with a friend or family member YES NO
- Do you [send a thank-you note](#) after each interview? YES NO
- Do you have a list of standard questions to ask in interviews? YES NO
- Do you [customize questions](#) for each employer? YES NO

### How do you prepare for an interview?

- Review job information and make a list of how my skills, education, experience, and interests fit? YES NO
- Visit company web site and make a list of factors that interest me about the company, characteristics they seek in prospective employees, company's products/services, questions to ask later during the actual interview? YES NO
- Read up on industry trends and financial status of company? YES NO
- Prepare to discuss how I can add value to the company? YES NO

## ***ACTION STEPS: SET GOALS NOW!***

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### **AFTER COMPLETING THE JOB SEARCH CHALLENGE, WHAT CHANGES WILL YOU MAKE TO IMPROVE YOUR RESULTS?**

- ✓ How much time will you spend on your job search (hours per week)? Be consistent and schedule at least two or three 1-hour time slots each week (more if you can)
- ✓ What resources will you add and/or continue to use in your search?
- ✓ What NEW and DIFFERENT strategies will you use?
- ✓ What changes will you make in.....
- ✓ Your career/job pursuits
- ✓ Your methods/strategies
- ✓ Your resume
- ✓ Your interview preparation
- ✓ Your follow-up activities

## ***OVERCOME OBSTACLES!***

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- ❖ What do you consider to be the greatest obstacles in your job search?
- ❖ What do you need to do to overcome these obstacles?
- ❖ How might you get help on overcoming them?

### **THE NEXT MOVE IS UP TO YOU!**