

Job Prep 101 – Pretest/ Posttest
The Student Success Centre

Strongly disagree	Disagree	Neutral	Agree	Strongly agree
1	2	3	4	5

A. Personal Management:

- I feel energized and am confident about my ability to job search.
- I am aware of both my strengths and weaknesses.
- I am worried about handling rejection in my job search.
- I have the support of friends and/ or family as I begin my active job search.
- I am confident that I will find employment.

B. Skills:

- My resume provides an accurate “first impression” of my skills.
- I am able to readily adapt my resume to meet the requirements of different positions.
- I am confident that I can write a well-constructed, targeted cover letter.
- I understand how to reflect the employer’s perspective in my resume and cover letter.
- I am able to present my weaknesses as strengths.
- I am prepared for successful job interviews.
- I can introduce myself to a prospective employer in a confident, effective manner.
- I know how to organize my job search activities.

C. Knowledge:

- I have a clear idea about the kind of employment I am seeking.
- I understand networking and how to establish relationships that will help me as I seek employment.
- I am familiar with the “hidden job market”.
- I know how to write an accomplishment statement.
- I am familiar with the STAR technique and can apply this in an interview situation.
- I am aware of the contents and usefulness of a portfolio.
- I understand the difference between a CV and a resume.