



JOB SEARCH EVALUATION

One step further

Rita Kamel
dossierpro.co

THE POWER OF EVALUATION

Evaluation is usually defined as the making of a judgement about the amount, number, or value of something which is also known as assessment.

It's a method that helps increase the chances of reaching your goals and know where you will need to allocate your energy.

Evaluating your job search at different stages is often overlooked and this can cause a dilution of your efforts when your objective is to shorten the time spent.

It will help you gather critical information that will support further decision making.

Doing this exercise will help you become thorough, methodic, and consistent in your job search.

The questions will also guide you to know what kind of activities you should be doing. I highly recommend using the job search evaluation form to make sure you have all the tools you need and take steps towards success.

Remember that you can always hire a professional as your accountability partner to guide you as job search can be overwhelming.

By the end of this activity, you will know exactly what you need to do to perfect your job search and get the results you are looking for.

Take your job search... one step further!

BONUS

Remember to take a wholistic approach.

JOB SEARCH EVALUATION (1/2)

Answer with a Yes or No:

___ I have completed my career exploration and I am clear about myself and my target.

___ I am clear about the role, salary, industry, and country I am interested in.

___ I am aware of any required equivalency or board/association membership as well as work authorization.

___ I know how to look for labour market information and I researched the employment law applicable to my case.

___ I am clear about my career brand and people can recognize it.

___ I have an articulated elevator pitch and a value proposition that I can communicate both in writing and verbally.

___ My Résumé, Cover Letter, and LinkedIn profile are conform with the modern standards in terms of content and design.

___ I have employment letters from every job I mention on my Résumé, Cover Letter, and LinkedIn.

___ I have proof for any education and certification I mention on my Résumé, Cover Letter, and LinkedIn profile.

___ I have secured between three to five references that can speak to my advantage and I keep contact with them.

___ I have thoroughly prepared for interviews, went through all types of questions, got feedback, and have a number of stories ready.

___ I looked my name up, checked, and dealt with any unsatisfactory search result.

___ I send a cover letter wherever it is required and I don't when it is explicitly not required.

___ I am generating relevant content to showcase my expertise and I am engaging with other professionals in the industry I am interested in.

JOB SEARCH EVALUATION (2/2)

___ I identified at least ten companies to target in my job search and researched them well.

___ I am connecting and engaging with a number of people in each company I identified by asking for informational interviews.

___ I know how to prepare for informational interviews and I know what to do pre-during, and after them.

___ I am expanding my professional network, attending industry-related events to learn more about people and opportunities.

___ I am avoiding solely relying on job boards and company career websites to apply for a job.

___ I have a networking contact, job application, and interviews tracking system in place and I keep it updated.

___ I can recognize any discriminatory activity taking place during my job search or during interviews.

___ I send thank you notes to each person I meet whether for networking or for an interview after 24 hours.

___ I fill the employment interview debrief form immediately after the interview and I am taking the needed actions.

___ I am taking care of my mental and physical health and engaging in activities that help me regulate my stress.

___ I can assess if a job offer is suitable and fit my needs. I know how to negotiate both the salary and the benefits.

You can now identify what is missing and write your action plan:

ABOUT



Rita Kamel (She/Her)

Career Consultant, DossierPro

I empower professionals with actionable tools to make their international career move.

Interested in the world of employment, career consulting, coaching, I love to ask questions. With over 10 years spent recruiting, I now sit on the candidate's side. I am also fluent in French, English, and Arabic.

I am driven by the desire to help, share practical information, and see others succeed. I know how hard it is to recruit and how hard it is to find a job.

That's why I designed custom programs to help you with career decisions and achieve your goals.

Certifications - Career Professionals of Canada:

- Career Development Practitioner (CDP)
- Certified Career Strategist (CCS)
- Certified Employment Strategist (CES)
- Certified Résumé Strategist (CRS)
- Certified Interview Strategist (CIS)
- Certified Work-Life Strategist (CWS)

Services for Professionals:

- Career Consulting
- Résumé Development
- Cover Letter Writing
- LinkedIn Profile Makeover
- Job Search Strategies
- Employment Interview Preparation

Contact me on rita@dossierpro.co

Follow DossierPro



@dossierproco

dossierpro.co