



Job Search Readiness Questionnaire

Currently, I am preparing to search for jobs/internships that are: Full-time Part-time Both Not Applicable

Part A: Please respond to each item. Circle the number that best indicated your situation.

SELF KNOWLEDGE: Indicate agreement/disagreement with each statement.	Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
1. I can articulate the knowledge and skills gained from my education.	5	4	3	2	1
2. I can list several successes I have achieved.	5	4	3	2	1
3. I can describe my strengths.	5	4	3	2	1
4. I can describe my weaknesses.	5	4	3	2	1
5. I can describe work environments where I would be happiest and most productive.	5	4	3	2	1
6. I can state my career goals.	5	4	3	2	1
To what extent have the following resources, programs or services contributed to your SELF KNOWLEDGE?	Very Much	Some	Very Little	Did Not Need/Did Not Use	Did Not Use but Plan to
7. Met with career counselor.	5	4	3	2	1
8. Researched in career library.	5	4	3	2	1
9. Found resources on Career Development Services (CDS) web site.	5	4	3	2	1
10. Internship or co-op experience.	5	4	3	2	1
11. Mock interview or resume review by employers.	5	4	3	2	1
12. Workshop/class presentation by CDS.	5	4	3	2	1
13. Took a personality assessment or interest inventory.	5	4	3	2	1
14. Took a CDS class (e.g. COUN 1000 or COUN 2970).	5	4	3	2	1
WORLD OF WORK: Indicate agreement/disagreement with each statement.	Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
15. I have identified job/internship titles that are appropriate for my interests/abilities.	5	4	3	2	1
16. I know the type of organization(s) that hire people with my interests and abilities.	5	4	3	2	1
17. I have talked to people in my field of interest to learn more about what they do or to obtain job hunting advice.	5	4	3	2	1
18. I have browsed the Internet for information on organizations.	5	4	3	2	1
19. I have researched the structure, services, programs or products of the organizations I am planning to contact.	5	4	3	2	1
To what extent have the following resources, programs or services contributed to your knowledge and actions regarding the WORLD OF WORK?	Very Much	Some	Very Little	Did Not Need/Did Not Use	Did Not Use but Plan to
20. Meeting with career counselor	5	4	3	2	1
21. Researched in career library.	5	4	3	2	1
22. Found resources on CDS web site.	5	4	3	2	1
23. Internship or co-op experience.	5	4	3	2	1
24. Mock interview or resume review by employers.	5	4	3	2	1
25. Workshop/class presentation by CDS.	5	4	3	2	1
26. Took a CDS class (e.g. COUN 1000 or COUN 2970).	5	4	3	2	1

Job Hunting Preparation: Please indicate your agreement/disagreement with each statement.	Strongly Agree	Agree	Not Sure	Disagree	Strongly Disagree
27. I have prepared my resume.	5	4	3	2	1
28. I have composed my job search letters.	5	4	3	2	1
29. I have researched the salary range for positions I am considering.	5	4	3	2	1
30. I have prepared for interviewing.	5	4	3	2	1
31. I have considered ethical job-hunting practices.	5	4	3	2	1
32. I have developed an action plan for implementing my job/internship search.	5	4	3	2	1
To what extent have the following resources, programs or services contributed to your JOB HUNTING PREPARATION?	Very Much	Some	Very Little	Did Not Need/ Did Not Use	Did Not Use but Plan to
33. Met with career counselor.	5	4	3	2	1
34. Researched in career library.	5	4	3	2	1
35. Found resources on CDS web site.	5	4	3	2	1
36. Internship or co-op experience.	5	4	3	2	1
37. Mock interview or resume review by employers.	5	4	3	2	1
38. Workshop/class presentation by CDS.	5	4	3	2	1
39. CDS Handbook and Job Choices Magazines.	5	4	3	2	1
40. Took a CDS class (e.g. COUN 1000 or COUN 2970).	5	4	3	2	1

41. If you have not used the resources, programs or services listed above to improve your SELF KNOWLEDGE, WORLD OF WORK or JOB HUNTING PREPARATION, please list the reasons why:

Part B: The following information will help us to better understand the characteristics of students completing the questionnaire. Please mark the box corresponding to the response that applies to you.

42. My academic school/college: College of Agriculture College of Architecture, Design & Construction College of Business
 College of Education Samuel Ginn College of Engineering School of Forestry and Wildlife Sciences
 Graduate School Honors College College of Human Sciences
 College of Liberal Arts School of Nursing Harrison School of Pharmacy
 College of Sciences and Mathematics College of Veterinary Medicine

43. My major: _____ or Still deciding

44. Gender: Female Male

45. Ethnic Background African American or Black, not of Hispanic Origin American Indian or Alaskan Native
 Arab or Middle Eastern Asian/Asian American or Pacific Islander
 Hispanic, Chicano, Mexican American, Latino Multi-Racial
 White, not of Hispanic Origin Other (Please specify) _____

46. US Status: US Citizen Permanent Resident Other Non-Immigrant Visa J-1 Visa

47. University Status: Freshman Sophomore Junior Senior Graduate Student Post Baccalaureate
 Alumnus Prospective Faculty Staff Community

48. Age: Under 22 years 23 to 30 years 31 to 40 years Over 40 years

49. My cumulative grade point average is: 4.0—3.0 2.9—2.0 Below 2.0