

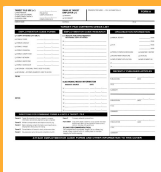


DID YOU KNOW?

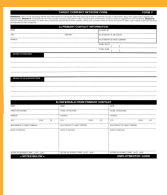
Your first telephone impression with headhunters is critical. Schedule it, control it and prepare well.

Informed candidates can find out more about the employer company than their headhunter. Organize.

FORMS SERIES



10 SEARCH ACTIVITY ORGANIZERS



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For each job-search activity circle the scoring number that best describes your frequency of activity in the job hunting process. Add your total and compare it to the scale of competitiveness at page bottom.

JOB SEARCH ACTIVITY	FREQUENCY OF ACTIVITY				
	Never	Infreq.	Usually	Often	Always
Develop 'target list' of preferred or 'networkable' employers you'll pursue.	1	2	3	4	5
Identification of warm and cold key executives to contact during your search process.	1	2	3	4	5
Access employers' organizational information, i.e. Annual Reports, 10-K, catalogs, Quarterly Reports, Websites.	1	2	3	4	5
Research and catalog current and archived published articles on (and by) employers.	1	2	3	4	5
Generate written 'check list' of Internet sites accessed.	1	2	3	4	5
Research employers by lines of business, SIC, geographic operations, customers, and affiliations.	1	2	3	4	5
Create financial data 'Summary Page' for memorization, analysis, or discussion during interviews.	1	2	3	4	5
Chain-link networking referrals by employer.	1	2	3	4	5
Organize 'At-a-Glance' executive name, product/service, and competitor information	1	2	3	4	5
Record key interviewing instructions, job information, and travel directions/instructions.	1	2	3	4	5
Use short-list 'At-a-Glance' organizational and functional questions for interviews/phone calls.	1	2	3	4	5
Construct, by target employer, the above activities in a single paper file for easy reference.	1	2	3	4	5
SUB-TOTAL BY USE (Add columns)					
YOUR FREQ. TOTAL (Vertical columns)					

Scoring

- 40 – 50
- 30 – 39
- 20 – 29
- 0 - 19

Job Search Organization and Competitiveness

You are prepared, organized and are more competitive than the typical candidate
 You are prepared, but being loosely organized makes you an average candidate
 You conduct research on companies, but likely don't organize your findings or process
 You scored lowest among potential candidates contacted by headhunters and employers

20 – 45

You would benefit from our **EmployMentor® Guide Forms Series.**