




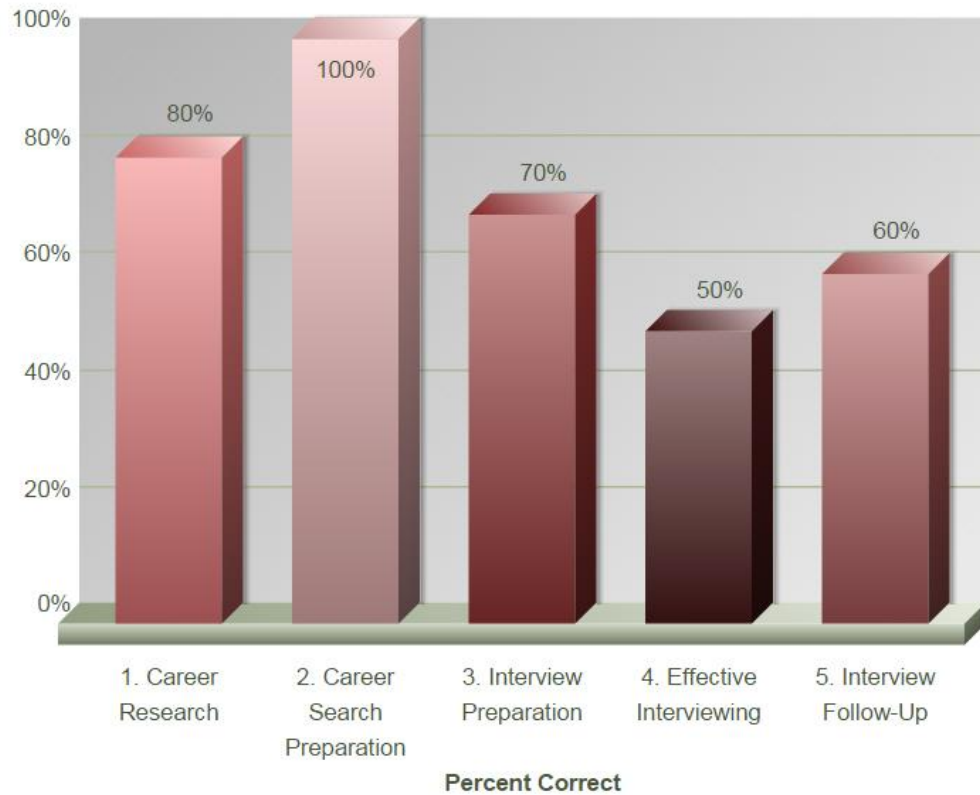


## Score Report Job Search Readiness Assessment

Description	Competency	Score	International Averages Comparison*	
			Students & Recent Grads	Experienced Workers
<b>Overall Score</b>		<b>36/50 (72%)</b>	<b>36.6%</b>	<b>44.5%</b>
	1. Career Research	8/10 (80%)	53.7%	59.1%
	2. Career Search Preparation	10/10 (100%)	50.5%	58.4%
	3. Interview Preparation	7/10 (70%)	25.8%	33.5%
	4. Effective Interviewing	5/10 (50%)	29.1%	36.3%
	5. Interview Follow-Up	6/10 (60%)	24.3%	31.9%

\*Job search is not well understood today because its practices are continuously changing. The International Averages Comparisons represent all people who have completed the assessment since 2010, in the categories of college students or recent grads and experienced professionals or skilled workers, based on the analysis of more than 300,000 data points. It is a helpful comparative as it represents the average score of those with whom you will be competing for positions of interest.



<b>Your Answer</b>	<b>Reporting Category</b>	<b>Skill (keyed to JSRA™ Development Guide)*</b>
	1. Career Research	1.0 Understands who owns the responsibility for conducting an effective job search.
	1. Career Research	1.1 Understands the purpose and value of completing a vocational interest survey.
	1. Career Research	1.1 Understands what to evaluate (and not evaluate) when researching prospective employment fields.
	1. Career Research	1.2 Understands the methods of identifying prospective employers, and which methods are effective.
	1. Career Research	1.3 Understands the different methods of identifying potential employment opportunities, and which methods are effective.
	1. Career Research	1.5 Understands the value of participating in community job and career fairs.
	1. Career Research	1.6 Identifies his/her own relevant experience and specialized knowledge, which employers would find useful.
	1. Career Research	1.7 Understands the importance of, and reasons for working closely with career services and other career professionals.
	1. Career Research	1.8 Understands what elements of their own personal, professional brand that employers will examine.
	1. Career Research	1.9 Understands where to look and not look for information to stay current on job search techniques and methodologies.
	2. Career Search Preparation	2.1 Understands the best practices to follow when creating a resume.
	2. Career Search Preparation	2.1 Understands what does and does not belong on a resume.
	2. Career Search Preparation	2.10 Understands the correct use of professional contact information.
	2. Career Search Preparation	2.12, 2.13 Understands how to respond appropriately to recruiters and requests to be interviewed.
	2. Career Search Preparation	2.2, 2.4 Understands the best practices to follow when using electronic resumes and applying online.
	2. Career Search Preparation	2.3 Understands what should and should not be included in a cover letter.
	2. Career Search Preparation	2.4 Understands the correct actions to be taken when applying for a position of interest.
	2. Career Search Preparation	2.5, 2.6, 2.8 Understands how to manage a career search, references, and recommendations; and assemble a portfolio.
	2. Career Search Preparation	2.9 Understands the importance of social networking in the job search process, and what networks are best for professionals.
	2. Career Search Preparation	2.9 Understands how to create positive online (social network) information helpful to a successful job search.
	3. Interview Preparation	3.1 Understands what is appropriate for appearance and attire on an interview.
	3. Interview Preparation	3.1 Understands what is appropriate for appearance and attire on an interview.
	3. Interview Preparation	3.2 Understands what is needed for pre-interview research and where to look.
	3. Interview Preparation	3.3 Understands what are effective and ineffective communications skills for an interview.
	3. Interview Preparation	3.4 Understands what materials should be assembled and brought to an interview.
	3. Interview Preparation	3.4, 3.5 Understands what materials should be assembled and brought to an interview.

	3. Interview Preparation	3.6 Understands how to deliver a one-minute introduction in response to the “tell me about yourself” question.
	3. Interview Preparation	3.7 Understands how to respond effectively to an unlawful or inappropriate interview question.
	3. Interview Preparation	3.8 Understands the importance of mock and practice interviews to build and improve one’s interview skills.
	3. Interview Preparation	3.9, 3.10 Understands the different types of interviews an employer might use in its selection process.
	4. Effective Interviewing	4.1, 4.2 Understands the best practices associated with arrival for a scheduled interview and if completing a job application.
	4. Effective Interviewing	4.3 Understands the best practices associated with opening an interview and building rapport with the interviewer(s).
	4. Effective Interviewing	4.4 Understands the best practices associated with effective listening during an interview.
	4. Effective Interviewing	4.5 Understands the best practices associated with effective body language during an interview.
	4. Effective Interviewing	4.6 Understands the best practices associated with answering interview questions directly and effectively.
	4. Effective Interviewing	4.6, 4.7 Understands the best practices associated with answering interview questions and effective speaking skills.
	4. Effective Interviewing	4.8 Understands the best practices associated with asking interviewer(s) effective questions.
	4. Effective Interviewing	4.9 Understands when and how during an interview to provide appropriate documentation to the interviewer(s).
	4. Effective Interviewing	4.10 Understands how to effectively close an interview and leave the interviewer with a positive last impression.
	4. Effective Interviewing	4.10 Understands the best practices associated with participating in a telephone interview.
	5. Interview Follow-Up	5.1 Understands the best practices associated with post-interview thank you communications.
	5. Interview Follow	5.2 Understands the best practices associated with managing the communications process that follows an interview.
	5. Interview Follow	5.3 Understands the best practices of communications and follow-up with employers with whom there is mutual interest.
	5. Interview Follow	5.3 Understands the best practices of communications and follow-up with employers with whom there is mutual interest.
	5. Interview Follow	5.4 Understands the importance, methods, and practices of continuing to build a professional network.
	5. Interview Follow	5.4 Understands the importance, methods, and practices of continuing to build a professional network.
	5. Interview Follow	5.5 Understands how to respond appropriately to a letter of decline.
	5. Interview Follow	5.6 Understands the best practices associated with evaluating and negotiating job offers.
	5. Interview Follow	5.6, 5.7 Understands the different factors that affect the job offer, and how to respond when accepting or declining an offer.
	5. Interview Follow	5.9 Understands the best practices associated with onboarding in a new job.

**Notes:**

1. Each correct answer is in green and each incorrect answer is in red.
2. Each of the skills assessed is keyed to the JSRA™ Development Guide by its applicable Sub-Competency, in order to facilitate easy access to the correct information for prescriptive learning.