

## Job Search Profile Template

Position: \_\_\_\_\_ Organization: \_\_\_\_\_

Source: \_\_\_\_\_ Date Applied: \_\_\_\_\_

**Position Match Summary:** \_\_\_\_\_

Employer Requirement	Candidate Match

Additional Attributes and related Accomplishments: What are you most proud of and why?

**Ask yourself the following questions:**

1. Why are you interested in **this** position?
2. Why are you looking to leave your current position?
3. What do you do really well? What do you like best about your current role?
4. What parts of the job do you like least; why? What do you do about that/how do you move beyond that?
5. If you could design your perfect job, what would it include and why?

**What's Your Story? How did you choose your college major or career track?**

**Responsibility for continued learning, growth and career development:**

1. How did you learn and develop your current skills?
2. What are your career goals at this time in your career?
3. What do you do/how do you continue to develop your skills and expertise in your chosen field or profession?
4. What changes or trends are you aware of in your chosen field or industry? How do you stay up-to-date on them?

**What are your values and how do you see the match or "fit" with this new job prospect? See "My Values" worksheet**

Is anything missing? How will you prepare to deal with it or address it? Is anything a "deal-breaker" for you?

**Interview(s): See "Tips for Job Search Success Checklist"**

- Resume profile match
- Prime your references
- What will show up in your background check?
- Prepare for the interview; practice your responses and develop your own list of questions for the interview team
- Ask about next steps in the process and their time line.
- Negotiating the offer – or not?
- Your 90 day plan