Job Seeker / Job Coach Check List

The following questions are intended to serve as a general guide for job seekers / job coaches as they work with the individual to whom they have been assigned. Each question may lead to a series of follow up questions depending upon the answer given. These questions are designed to help the job seeker self-evaluate his or her progress and to modify behavior as needed to achieve success.

Meet with the job seeker weekly and call as often as needed to provide support and follow-up.

Job Search:
1.   What are your goals for this week?
       a. Networking contacts
               i.   Re-contacts
               ii.   New Contacts
       b. Cold Calls
       c. Approaching companies directly
       d. Work schedule for job searching (should be 40 hours a week with no more than 15 on the internet).
2.   How many resumes do you plan on sending out?
3.   Are you getting responses to your resumes?
4.   Are you maintaining a contact log?
5.   Who do you need to follow up with this week?
       a. Companies
       b. Individuals
       c. Employment Center
       d. Staffing Agencies

Interviews:
1.   How do you think you did?
2.   Did you research the company before the interview?
3.   How did you dress for the interview?
4.   Did you feel well prepared?
5.   Were you asked any hard questions?
6.   Did you say anything that you wish you had not?
7.   If so do we need to address it in the follow-up phone call or e-mail?
8.   What do you think the company is looking for in the perfect candidate?
9.   Did you fill out a post interview form, listing what went well and what did not?
10.   Did you send a "thank you" note
11.   Did you send a follow-up letter?
12.   Would you like to practice interviewing?

Well Being:
1.   What are you doing to relieve stress?
2.   Are there any temporal concerns that you would like me to share with priesthood leaders?
3.   What can I do to help you this week?

Encouragement:
1.   Reinforce and praise individual efforts and good strategies
2.   Congratulate on achieving goals
3.   Share a spiritual thought or scripture