

Site: _____

Facilitator: _____

Class: _____

Date: _____

01. ABOUT YOU - ACHIEVEMENTS STUDY GUIDE

You will be asked to fill in *Hard Skills* and *Soft Skills*. This is what we mean by that:

What is a "Hard Skill"? It is a specific ability you possess that is easy to measure or quantify such as "I can create a web site using the latest software." or "I can fluently speak Spanish"

What is a "Soft Skill"? Is a personality trait that is not easily measurable, such as, "I am very organized." or "I like to work in teams"

Your Top 3 Achievements:

List three achievements you are proud of from work, in school, or a personal environment. Under each achievement, list one hard and one soft skill that helped you realize each achievement.

1) Achievement #1: _____

a) Hard Skill: _____

b) Soft Skill: _____

2) Achievement #2: _____

a) Hard Skill: _____

b) Soft Skill: _____

3) Achievement #3: _____

a) Hard Skill: _____

b) Soft Skill: _____

02. ABOUT YOU - ABOVE & BEYOND STUDY GUIDE

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Consider a time in which you did more than was expected of you in a previous job, at school, or in your personal life:

1) What were you normally asked to do? _____

2) What steps did you take beyond that? _____

3) Why did you do choose to do more than expected? _____

4) What positive results did you experience? _____

5) How did your actions benefit others (customers, your employer, etc.)? _____

6) What did you learn from the experience? _____

03. ABOUT YOU - MULTITASKING STUDY GUIDE

Consider a time when you had to accomplish several tasks at once (multitask) during a stressful or intense time in a job, school, or other personal situation:

- 1) What were the circumstances that made the time so busy/stressful? _____
- 2) What did you need to accomplish? _____
- 3) How did you prioritize what needed to be done? _____
- 4) What steps did you take to stay calm and focused? _____
- 5) What did you learn from the experience? _____
- 6) How did others benefit from your actions? _____
- 7) Describe a time when you performed well as part of a team _____
- 8) Describe a situation in which attention to detail made a difference in your performance or results

04. ABOUT YOU - WEAKNESS STUDY GUIDE

Consider two areas of professional weakness:

Weaknesses are things that you would like to change about yourself or things that may keep you from doing your best work. For each weakness, consider when it tends to occur and why you react this way, its negative impact (how that weakness keeps you from doing your best work) and what you are doing to control the weakness. Also, think of a way that weakness could be seen as a good thing, then list a positive benefit of your weakness.

Weakness #1:

- 1) Weakness #1: _____
 - a) When this usually happens: _____
 - b) Why you feel this trait occurs: _____
 - c) How this trait negatively impacts your work: _____
 - d) What you are doing to control it: _____
 - e) Any positive effects you've experienced from those efforts: _____
 - f) Potential positive benefits of this trait: _____

Weakness #2:

- 2) Weakness #2: _____
 - a) When this usually happens: _____
 - b) Why you feel this trait occurs: _____
 - c) How this trait negatively impacts your work: _____
 - d) What you are doing to control it: _____
 - e) Any positive effects you've experienced from those efforts: _____
 - f) Potential positive benefit of this trait: _____

05. ABOUT YOU - TEAMWORK & LEADERSHIP STUDY GUIDE

Give an example of a time when you worked as part of a team in work school, or a personal environment:

- 1) What happened? _____
- 2) What was your role in the team? _____
- 3) What did you learn from the experience? _____

Give an example of a time you showed leadership to get something done:

- 1) What was the situation? _____
- 2) What did you accomplish? _____
- 3) What was your leadership approach? _____
- 4) How did others in the team respond to your leadership approach? _____
- 5) What did you learn from the situation? _____

06. ABOUT YOU - CONFLICT RESOLUTION STUDY GUIDE

Describe a conflict that you encountered at work, in school, or in a personal environment:

- 1) Your opinion/view: _____
- 2) Their opinion/view: _____
- 3) How long ago was this conflict? _____
- 4) In which company, school, or other environment did this occur? _____
- 5) If at work, what was your title at the time: _____
- 6) If at work, what was the title of the person with whom you experienced this conflict?

- 7) What did you do to resolve the conflict? _____
- 8) What was the end result? _____
- 9) What did you learn from this experience? _____
- 10) Did you consult anyone else? _____
- 11) If yes, describe: _____

07. YOUR INTERVIEWING EXPERIENCE - LIMITED/NO EXPERIENCE STUDY GUIDE

The below section is meant to be filled out if you have very limited or no interview experience. If that changes some day and you have more interviewing experience or you are currently an experienced interviewer, skip this slide and complete the next one.

I have Limited to No Interviewing Experience:

- 1) Education (school, degree, special classes or emphasis): _____
- 2) Sports teams and/or school clubs: _____
- 3) Your volunteer and/or job experience: _____
- 4) Awards or honors earned at school (academic, sports, clubs): _____

What are your strengths: Hard Skills & Soft Skills:

- 1) Hard Skills: (What is a "Hard Skill"? It is a specific ability you possess that is easy to measure or quantify such as "I can create a web site using the latest software." or "I can fluently speak Spanish")

2) Soft Skills: (What is a "Soft Skill"? Is a personality trait that is not easily measurable, such as, "I am very organized." or "I like to work in teams")

3) What do your friends say about you? _____

4) What do your teachers and/or school counselors say about you? _____

5) What are you interested in? What do you love to do outside of work or school?

08. YOUR INTERVIEWING EXPERIENCE - ESTABLISHED INTERVIEW & CAREER EXPERIENCE STUDY GUIDE

I have an Established Interviewing & Career Experience:

1) Years of work experience: _____

2) Types of industries you've worked in: _____

3) Titles you've held: _____

4) Education: _____

5) Awards earned at work or in higher education: _____

What are your strengths: Hard Skills & Soft Skills:

1) Hard Skills: _____

2) Soft Skills: _____

3) What do your friends say about you? _____

4) What do your supervisors say about you? _____

5) Core values (What values or beliefs do you possess that make you a good employee?):

Think about yourself in five 5 years:

1) What hard or soft skill listed above do you enjoy the most that may also be the most useful as you progress in your career?

2) What hard or soft skill do you really want to learn that you know will help you progress in your career?

Who are your references?

A) Peer/Coworker #1: _____ B) Peer/Coworker #2: _____

A) Person who reported to you #1: _____ B) Person who reported to you #2:

A) Reputable acquaintance #1: _____ B) Reputable acquaintance #2:

A) Supervisor #1: _____ B) Supervisor #2: _____

09. ON THE JOB EXPERIENCE - CURRENT & PREVIOUS JOBS STUDY GUIDE

Fill these sections out when you have had some on the job experience.

Job #1

- 1) Current or Last Job Held: _____
- a) Reason for leaving: _____
- b) Can you describe your reason in positive terms? (Yes OR No) _____
- c) If yes, describe: _____
- d) Left on good terms? (Yes OR No) _____
- e) Can you get references? (Yes OR No) _____
- f) List Key Successes: _____

Job #2

- 2) Previous Job: _____
- a) Reason for leaving: _____
- b) Can you describe your reason in positive terms? (Yes OR No) _____
- c) If yes, describe: _____
- d) Left on good terms? (Yes OR No) _____
- e) Can you get references? (Yes OR No) _____
- f) List Key Successes: _____

Job #3

- 3) Previous Job: _____
- a) Reason for leaving: _____
- b) Can you describe your reason in positive terms? (Yes OR No) _____
- c) If yes, describe: _____
- d) Left on good terms? (Yes OR No) _____
- e) Can you get references? (Yes OR No) _____
- f) List Key Successes: _____

010. ON THE JOB EXPERIENCE - YOUR IDEAL WORKPLACE STUDY GUIDE

Your Ideal Workplace:

- 1) Motivating factors (What motivates you? Money? Doing good deeds? Sense of accomplishment?):

- 2) Ideal workplace atmosphere (What do you want your workplace to be like? Feel like?):

- 3) Things you dislike or want to avoid in the workplace: _____

011. ON THE JOB EXPERIENCE - COMPENSATION, BENEFITS, PTO (PAID TIME OFF), ETC. STUDY GUIDE

List monetary values for each category. List your current or most recent compensation in the first column.
List your minimum acceptable compensation in the second column.

Current OR Most Recent Compensation / Minimum Acceptable

- 1) Base Salary: _____ 1) Base Salary: _____
- 2) Bonus: _____ 2) Bonus: _____
- 3) 401k: _____ 3) 401k: _____
- 4) Medical: _____ 4) Medical: _____
- 5) Dental: _____ 5) Dental: _____
- 6) Vision: _____ 6) Vision: _____
- 7) Vacation/PTO: _____ 7) Vacation/PTO: _____
- 8) Other: _____ 8) Other: _____
- 9) Other: _____ 9) Other: _____
- 10) Other: _____ 10) Other: _____