

INSTRUCTION FOR MENTOR

3. Theme “Active job seeking skills”

Exercise no. 5. “Test for evaluating your job search activity”

Aims of the exercise

The aims of this exercise are:

- Evaluate mentee’s activity in job search.
- Encourage mentees to use various job search tools and be active in the job search in order to be more successful.

Description

There are many methods that increase one’s chances and ability to look for a job. Mentees as a job seekers, may be active and to put a lot of efforts to find a job and use a lot off methods in doing this. This can lead them to a better success in job search. But mentees as job seekers may also place limits on the methods of job search they use. And this can limit their possibilities to find a job. This test will help mentee to check the job search tools they use.

Expected duration: 30 min.

Steps for performing the exercise:

0. Mentor introduces the theme to the mentees. He/she provides examples of active job search and presents various methods that could be used in job search.
0. Mentor explains the aim of the exercise to the mentees and explains how to perform an exercise. Mentor handles the handouts to the mentees.
0. Mentees perform an exercise individually.
0. Mentor explains the mentees the way to calculate the results. Results are calculated according to the remarks given below (“Calculation of the results”).
0. Mentor interprets the results of the exercise to the mentees.
0. Each mentee comments her/his results.
0. Then common discussion in the group is held according to the following questions:
 - What could you say about your job search activity? Are you satisfied with that? What can you do in order to increase your job search activity?
 - What tools do you use when you strive to get a job? What tools could you use additionally in job search?

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HANDOUTS FOR MENTEES

Task for mentee:

There is a list of statements about job search tools below. Please read each statement and think if you agree with it or not. Think about your behaviour in a last few months. Mark the answer that fits you the most.

No.	Statement	Yes	No
0.	I set goals for getting a good job.		
0.	I plan how to achieve my goals.		
0.	I apply for lots of jobs while seeking employment.		
0.	I am reading job advertisements constantly.		
0.	I am sending my CV reacting on job applications.		
0.	I actively contact employers myself.		
0.	I registered to employment office for a job search.		
0.	I additionally apply to the private recruitment agencies.		
0.	I advertised my CV to the specialized websites myself.		
0.	I am sending my CV into organizations which I find myself.		
0.	I always go to the job interview with a potential employer if I am invited.		
0.	I tell people I know that I am searching for a job.		
0.	I read articles and other specific information about the job search methods.		
0.	I go to the specialized courses on job search.		
	Total score		

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Calculation of the results

Remarks for the calculation of results. The results are calculated in this way:

- For each answer “No” – **0 points**,
- For each answer “Yes” – **1 point**.
- **Total score** is summed up.

Results:

Please explain the results for the mentees:

If your score is 11-14 points the level of your activity in job search is **high**”.

You are active job seeker who is willing to do anything to get a job. You are open to all job opportunities and put a lot of attempts to achieve your result. You use a lot of varied ways in the job search and get help. If you will continue active job search, you will achieve your result soon.

“If your score is 7-10 points, the level of your activity in job search is **mediocre**”.

You are limited in job search activity in the sense that you are restricted in the job search activities you are willing to undertake.
For example, you may dislike sending CV, talking to employers or promoting yourself in the internet and therefore not use this type of job search strategy. Have you placed limits on what you are willing to do to find job suitable for you?
It could be useful for you to get some help and even training in the job search.
You could be more successful if you use more job search tools or if you increase your activity.

“If your score is 0-6 points, the level of your activity in job search is **low**”.

The result shows that You are limited in job search activity. In that way you prevent yourself from opportunity to find a job suitable for you.
You may feel that working is not a desirable option for you. Ask yourself, if you really want to work or there are other reasons why you are looking for a job.
It could be useful for you to get some help and even training in the job search. You could be much more successful if you use more job search tools and if you increase your activity.