

Initial Assessment

Purpose: To assess mentee's level of readiness in job search skills at the start of the mentoring relationship.


Instructions: Together, put a check under the number that most closely reflects the mentee's readiness in the following areas. (1 is poor, 3 is average and 5 is excellent)

▶▶▶ A) Preparation for Job Search	1 poor	2	3 average	4	5 excellent
Credential assessment					
Identified potential employers					
Research					


▶▶▶ Comments / Suggestions

▶▶▶ B) Resume	1 poor	2	3 average	4	5 excellent
Current					
Format					
Spelling					
Grammar					
Content relevant to position					

▶▶▶ Comments / Suggestions

 C) Cover Letter	1 poor	2	3 average	4	5 excellent
Customized					
Format					
Spelling					
Grammar					

 Comments / Suggestions

 D) Job Search Activity	1 poor	2	3 average	4	5 excellent
Initiative					
Contact names					
Networking					
Volunteering					
Realistic employment expectations					
Job search tracking sheet					

 Comments / Suggestions

 E) Interviews	1 poor	2	3 average	4	5 excellent
Dresses professionally					
Confidence					
Enthusiasm					
Asks questions					
Listens					
Verbal communication					


 Comments / Suggestions

 F) Email	1 poor	2	3 average	4	5 excellent
Address					
Subject line					
Attachments					
File name					
Spell check					
Grammar					

 Comments / Suggestions

 G) Telephone	1 poor	2	3 average	4	5 excellent
Leaving messages					
Answering calls					
Recording on voicemail					
Pronunciation					
Returning calls					
Clarity					

 Comments / Suggestions

 H) Workplace Culture	1 poor	2	3 average	4	5 excellent
Understanding of leadership styles					
Understanding of personality / learning styles					
Teamwork					
Flexibility					
Cultural awareness					

 Comments / Suggestions

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