

# Career Services

## Student Needs Questionnaire



### Please Contact Me (optional)

Name \_\_\_\_\_

Phone/Email \_\_\_\_\_

### Do You Know What You Want?

- I know what kind of careers my program of study can prepare me for.
- When I think about my ideal job, I know what my deal breakers are—those work values that are most important, those qualities that must be present so that my work and career path feel meaningful to me—and I know how to look for them before deciding to apply for a job and while engaging in the interview process.
- I know what my biggest assets are—the top 10 transferable and field-specific skills that I possess—and I know how to talk about those skills by using concrete examples from my work history or from my academic work.
- I can list industries or fields I am hoping to target in my job search.
- I can list examples of positions or job titles for which I plan to apply.
- I can list examples of organizations where I'd really like to work.
- I can pinpoint geographic areas (regions of the country, states, and metropolitan areas) where I'd really like to work.

### Job Search Materials

- I know how to submit an on-line application and avoid common errors with applicant tracking software.
- My resume is tailored to the industry and the positions I'm targeting in my job search.
- I would like to have my resume and/or cover letter critiqued by Career Services at MAC.
- I need help writing a resume and/or cover letter.
- I have identified and created a reference list.

**(continued on back)**

**CAREERS ARE OUT THERE! LET'S FIND THE ONE THAT'S BEST FOR YOU.**

Beth Mell (573) 518-2193 • Alison Sheets at (573) 518-3848 • CareerServices@MineralArea.edu  
Office AS117 - Arts & Sciences Building, Park Hills Campus  
[www.MineralArea.edu/EmploymentOpportunities](http://www.MineralArea.edu/EmploymentOpportunities)

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(continued)



### Where to Look for Job Leads

- I've identified industry-specific job posting sites.
- I've identified geographic-specific job posting sites.
- I can develop a list of companies I would like to target in my job search.
- I am planning to attend in-person recruiting events.
- I need help preparing for recruiting events.

### Networking

- I have a LinkedIn profile.
- Using my LinkedIn account, I know how to connect with others.
- Using my LinkedIn account, I know how to participate in groups.
- Using my LinkedIn account, I know how to research companies.
- Using my LinkedIn account, I know how to use the Alumni Tool on my LinkedIn account in the context of a job search.
- I have an idea about professional associations affiliated with the industries I hope to enter.
- I have the ability to join these associations.

### Job-Hunting Approach

- I know what an informational interview is.
- I'm interested in learning about informational interviews and how they can contribute to my job search.

### Interviewing and Next Steps

- I know how to create a compressive, proactive job search plan. I feel confident evaluating its effectiveness and adjusting it when necessary.
- I feel prepared to interview for a job.
- I am familiar with behavioral interviewing.
- I am confident evaluating and negotiating job offers.

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