

How ready are you? A Quiz

Before we begin this '21 day' journey to career success let's start with an honest appraisal of where you are up to at the moment. For many people finding a job/career which suits them can seem like a big challenge so we have broken it down into lots of small and manageable chunks. By thinking about the statements below you will already start to feel more in control and know what to do to improve your chances.

OUR PROMISE TO YOU

If you set aside at least half an hour a day to read each of the 21 topics (I mean read and really think about – not just skim) and do all the tasks we suggest we promise that you will improve your chances of success. OK we cannot guarantee it as there are things we can't control either, but we are very confident that you will stand a much better chance. We look forward to hearing your good news stories!

Are you ready?

Read each topic and respond:-

'a' – if you have a good knowledge of this and feel confident in your abilities

'b' – if you have some knowledge and/or confidence about this

'c' – if you don't know anything and you don't feel confident at all about this

Topic	a, b, or c?
1. How to set clear goals for my future	
2. What skills I have and how to communicate them	
3. What interests me and what is important to me in my working life	
4. How to go about making a good decision and feel confident in doing it	
5. A clear idea of how I want to put myself across to employers	
6. How to make plans and carry them out and yet also allow for flexibility and review	
7. What employers are looking for when they recruit graduates	
8. What 'jobs and careers' are all about	
9. Changes in the world of work and the jobs of the future	
10. About self-employment where to find help if this appealed to me	
11. About the different types of work available and the differences between them (e.g. internships, volunteering, zero hours contracts, etc)	
12. My rights in the workplace	
13. How to identify the people who can support me through this time in my life, after graduation	
14. Do have someone I trust to go to talk about my career?	
15. Making new contacts who could help me in my job-finding	
16. Where to look for the sort of jobs which interest me and how to get into them.	
17. How to write a good CV and complete an impressive online job application and why this is so important	
18. What to expect in an interview and I feel confident I can	

<p style="text-align: center;">perform at my best</p> <p>19. What psychometric assessments are and why they are used. I have tried some myself.</p> <p>20. A sense of perspective about the things I can control and those I can't. How to be proactive in taking control of those I can and don't let the others get me down.</p> <p>21. How to act with courage, 'bounce back' and learn from challenging experiences quite quickly.</p>	
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How did you get on?

Mostly 'a's – You seem to be pretty knowledgeable and confident about the career planning and job-finding process.

Action points – Look at the questions you didn't score 'a' and work on those. Each of them links to a blog topic and will give you ideas of how you can improve and get help. Perhaps it is just a matter of time before you find what you want. However, it is always worth getting a second opinion, for example, you might think your CV is amazing and yet maybe there are ways in which you could improve it?

Mostly 'b's – maybe there are some things you know about but don't quite feel confident in? Or maybe you feel full of confidence and optimism but are unsure of the facts?

Action points - Whatever your situation the good news is that there are LOTS of very practical things you can do to help you along the way. Read about the topics you feel less ready about, do the activities and you will definitely feel better prepared.

Mostly 'c's – OK so you don't seem to feel very ready to face the world of work yet. Perhaps you just don't know where to begin or you are feeling a bit demotivated after a shaky start post-graduation?

Action point – first of all, look at the things you do feel happy about (any you scored 'a' or 'b' or other things in your life you do feel good about) and think about HOW you found the confidence or information. Nobody is born with these things and nobody expects you to be an expert employee from Day 1. The first few years after graduation are a steep learning curve for many, many people. Just follow the '21 days' topics and do the activities and we are sure that you will feel much better prepared at the end. If you are really struggling with all of this then get in touch with Careers & Employability at Salford. They are there to support you even after you have graduated, did you know that?

Do this questionnaire again at the end of the 21 days to see what you have learnt.

Now... are you ready to 'get ready for success'?