# Pathways to Workplace Success

Engage. Equip. Inspire.

## Post-Course Self-Assessment

Please indicate on a scale of 1 - 4, how you would **assess your comfort level** with these topics as **related to workplace success**?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Q #** | **TOPIC** | 1. UnsureSad Face with No Fill | 2. SomewhatConfidentNeutral Face with No Fill | 3. VeryConfidentSmiling Face with No Fill | 4. Fully confidentGrinning Face with No Fill |
| 1 | How to prepare for an interview |  |  |  |  |
| 2 | Importance of Salary Negotiation |  |  |  |  |
| 3 | Tactics to Negotiate Salary |  |  |  |  |
| 4 | Purpose and Importance of a Resume |  |  |  |  |
| 5 | What to Include in a Resume |  |  |  |  |
| 6 | How to Tailor a Resume |  |  |  |  |
| 7 | How to Review and Edit a Resume |  |  |  |  |
| 8 | Purpose and Importance of a Cover Letter |  |  |  |  |
| 9 | What to Include in a Cover Letter |  |  |  |  |
| 10 | How to Tailor a Cover Letter |  |  |  |  |
| 11 | Purpose and Importance of a Reference |  |  |  |  |
| 12 | How to ask for a Reference |  |  |  |  |
| 13 | How to Dress for an Interview |  |  |  |  |
| 14 | Business Casual vs. Business Professional |  |  |  |  |
| 15 | How to Research Jobs |  |  |  |  |
| 16 | How to Research and Contact Company |  |  |  |  |
| 17 | What is needed for Job Application |  |  |  |  |
| 18 | How to Follow up on Application/Interview |  |  |  |  |

## Additional Questions

1. Are you currently in the process of applying to jobs?
2. Have you applied to jobs previously?
3. Did you ever not receive a job you applied for due to an action you made during the interview or application process?
4. Do you think Pathways to Workplace Success can help you find and obtain a job? If so, in what ways?
5. What are three items you learned from the course?
6. What did you like best (and why)?
7. What did you think was not useful or effective (and why)?

**Thank you for your time and feedback!**