

JOB SEARCH PLAN CHECKLIST & EVALUATION FORM

RATING SCALE

1 = WELL DONE; performance in this category exceeds expectations

2 = ACCEPTABLE; performance in this category meets expectations

3 = NOT ACCEPTABLE; improvement is needed in this category

APPEARANCE

<input checked="" type="checkbox"/>	CATEGORY	RATING	RECOMMENDATIONS FOR IMPROVEMENT
	An answer(s) in every field	1 2 3	
	Blue or black ink used	1 2 3	
	Neatness/legibility	1 2 3	

CONTENT

<input checked="" type="checkbox"/>	CATEGORY	RATING	RECOMMENDATIONS FOR IMPROVEMENT
	Relevant answers – pertaining to the job being sought	1 2 3	
	Answers are an appropriate length.	1 2 3	
	Avoided red-flag responses	1 2 3	
	Evidence of skill comprehension	1 2 3	
	Demonstration of genuine self-enquiry	1 2 3	

Job Search Plan Checklist & Evaluation Cont.

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LANGUAGE

<input checked="" type="checkbox"/>	CATEGORY	RATING	RECOMMENDATIONS FOR IMPROVEMENT
	No obvious spelling or grammatical errors	1 2 3	
	Complete sentences	1 2 3	
	Use of positive language	1 2 3	

FURTHER DEVELOPMENT

<input checked="" type="checkbox"/>	CATEGORY	RATING	RECOMMENDATIONS FOR IMPROVEMENT
	Notations where correction is required	1 2 3	
	Evidence of job search skill improvement	1 2 3	
	Several drafts if necessary	1 2 3	