

EMPLOYMENT ROADMAP

Stage 1: *Define*

Be able to succinctly explain who you are and why you are looking for a job.

OBJECTIVE	RED	YELLOW	GREEN
Needs Versus Wants <i>(What are your needs and wants?)</i>	You do not have a clear understanding of your financial and employment needs	You cannot clearly distinguish between your needs and your wants	You know and can clearly describe your needs and your wants
Personal Skills and Strengths <i>(What are your personal skills and strengths?)</i>	You do not know your personal skills and strengths	You know your personal skills and strengths but cannot clearly, succinctly, and credibly describe them	You can clearly, succinctly, and credibly describe your personal skills and strengths
5-Word Personal Description <i>(Who are you, in 5 words or less?)</i>	You cannot clearly and accurately describe who you are in 5-words or less	You can describe who you are in 5-words or less, but it needs improvement	You can clearly and accurately describe who you are in 5-words or less
30-second Personal Elevator Pitch <i>(How would you describe yourself to a stranger?)</i>	You do not have a 30-second personal elevator pitch	You have a personal elevator pitch that is not brief or that does not clearly describe your “why”	You have a 30-second personal elevator pitch that is clearly describes your “why”

EMPLOYMENT ROADMAP

Stage 2: *Improve*

Develop the personal skills and behaviors you need to become more successful.

OBJECTIVE	RED	YELLOW	GREEN
Personal Goals <i>(What are your personal goals?)</i>	You do not set measurable and attainable personal goals	You set measurable and attainable personal goals but do not regularly measure performance against them	You set measurable and attainable personal goals and regularly measure your performance against them
Personal Budget / Ledger <i>(How do you manage your personal finances?)</i>	You do not have a personal budget or keep a written record of your personal financial transactions	You have a personal budget but do not keep a written record of your personal financial transactions	You have a personal budget and keep a written record of your personal financial transactions
Daily Success Habits <i>(What daily habits do you have?)</i>	You do not regularly practice success habits (such as daily planning & review, exercise, reading, etc)	You <u>occasionally</u> practice success habits (such as daily planning & review, exercise, reading, etc)	You <u>regularly</u> practice success habits (such as daily planning & review, exercise, reading, etc)
Personal SWOT Analysis <i>(How have you used a Personal SWOT Analysis?)</i>	You have not completed a Personal SWOT Analysis	You have completed a Personal SWOT Analysis but have not applied it to your job search	You have completed a Personal SWOT Analysis and have applied it to your job search
Personal Development, Education, and Habits <i>(What are you doing to improve yourself personally?)</i>	You do not regularly engage in personal development and education	You occasionally engage in personal development and education	You regularly and actively engage in personal development and education
Productivity Resources <i>(What resources do you use to improve productivity?)</i>	You do not have a basic understanding of available productivity resources	You know about available productivity resources but does not regularly use them	Regularly uses available productivity resources
Mentor <i>(How have you used a personal mentor?)</i>	You do not have a personal mentor	You have a personal mentor but do not regularly work with them	You regularly work with a personal mentor

EMPLOYMENT ROADMAP

Stage 3: Identify

Select a job type that is right for you and understand how you will add value.

OBJECTIVE	RED	YELLOW	GREEN
Ideation Workshop <i>(How have you used ideation workshops?)</i>	You have not participated in an ideation workshop for your job search	You have participated in an ideation workshop but have not applied the technique to your job search	You have participated in an ideation workshop and have applied the technique to your job search
Available Job Search Resources <i>(What resources are available to help you find a job?)</i>	You do not know what resources are available to you to find a job	You know some resources that are available to you but don't know how to use them	You know most of the available resources to find a job and know how to use them
Available Job Types <i>(What job types are realistically available to you?)</i>	You do not understand different job types	You understand different job types but do not know what job types are realistically available to you	You know what job types are realistically available to you
Preferred Job Types <i>(What job type do you prefer?)</i>	You do not know what job type you prefer	You know what job type you prefer but don't know why	You know what job type you prefer and why
Minimum Viable Job - MVJ <i>(Describe your MVJ)</i>	You have not defined your MVJ	You have defined your MVJ but it is based on wants rather than needs	You have defined a MVJ that is based on your needs
Focus <i>(What job type are you focused on?)</i>	You are unfocused and have not limited your job search to a single job type	You have decided on a job type but remain unfocused with questions about other job opportunities	You have decided on a single job type and are completely focused on finding a job
Personal Value Proposition <i>(How will you add value as an employee?)</i>	You do not know how you will add value as an employee	You know how you add value as an employee but cannot clearly, succinctly, and credibly explain it	You can clearly, succinctly, and credibly explain how you will add value as an employee
Formal Mentor Feedback <i>(What feedback have you received?)</i>	You have not reviewed your progress with your mentor	You have reviewed your progress with your mentor but have not written down specific action items	You have reviewed your progress with your mentor and have written down specific action items

EMPLOYMENT ROADMAP

Stage 4: *Apply*

Identify and apply for specific job openings that meet your minimum job requirements.

OBJECTIVE	RED	YELLOW	GREEN
Tell Friends and Family <i>(How have you leveraged the people you know?)</i>	You have not told all your friends and family	You have told some friends and family but have not asked them to help	You have told at least 10 friends and family and have asked them to help
Prepare your Resume/CV <i>(Is your resume/CV up-to-date and applicable to the job you seek?)</i>	You do not have an up-to-date or applicable resume/CV for the job you seek	Your resume/CV is up-to-date but needs to be improved or tailored to the job you seek	You have a well written up-to-date resume/CV that is specific to the job you seek
Find Available Jobs <i>(What jobs are currently available?)</i>	You do not know which jobs are currently available	You are aware of some available jobs but do not know if you qualify or if you they meet your MVJ criteria	You are aware of available jobs that meet your MVJ criteria
Apply for Jobs <i>(What jobs have you applied for?)</i>	You have not formally applied for any jobs	You have applied for one or more jobs but are not actively applying every day	You are applying for at least 1 job per day.
Actively Seeking <i>(How actively engaged are you in looking for a job?)</i>	You are applying for 0-10 jobs per week	You are applying for 11-15 jobs per week	You are applying for 16 or more jobs per week
Training and Education <i>(What training and education would allow you to improve your employment status?)</i>	You have not identified training and education that would allow you to improve your employment status	You have identified but not obtained training and education that would allow you to improve your employment status	You have identified and obtained training and education that improves your employment status
Professional Network <i>(Describe what you do to strengthen your professional network?)</i>	You do not have an engaged professional network	You do not actively work on growing and developing an engaged professional network	You actively work on growing and strengthening a professional network
Formal Mentor Feedback <i>(What feedback have you received?)</i>	You have not reviewed your progress with your mentor	You have reviewed your progress with your mentor but have not written down specific action items	You have reviewed your progress with your mentor and have written down specific action items

EMPLOYMENT ROADMAP

Stage 5: *Advance*

Develop the skills to constantly progress and advance in your new job

OBJECTIVE	RED	YELLOW	GREEN
Professional Goals <i>(What are your professional goals?)</i>	You do not have short and long-term professional goals	You have short and long-term professional goals but they are not written, measurable, and/or attainable)	You have written, measurable, attainable short and long-term professional goals
Professional Advancement <i>(How can you advance in your job?)</i>	You do not know what opportunities are available for you to advance	You know what opportunities are available for you to advance but do not know how to achieve them	You are actively working on a specific plan for professional advancement
Ongoing Personal Development <i>(What are you doing to improve yourself personally?)</i>	You do not regularly engage in personal development and education	You occasionally engage in personal development and education	You regularly and actively engage in personal development and education
Regular Employer Feedback <i>(How do you collect and use customer feedback?)</i>	You do not seek regular feedback from your employer / supervisor	You seek occasional feedback from your employer / supervisor	You have implemented a process or system for receiving regular feedback from your employer / supervisor and then acting on it
Formal Mentor Feedback <i>(What feedback have you received?)</i>	You have not reviewed your progress with your mentor	You have reviewed your progress with your mentor but have not written down specific action items	You have reviewed your progress with your mentor and have written down specific action items