

**PROFESSIONAL DEVELOPMENT PROJECT
EXERCISE #4 WORKSHEET**

Part 1: Prepare for behavioral interview

- ☐ I have filled in the table below with responses to each practice interview question.
- ☐ My responses provide relevant examples of my skills and experiences.

GETTING TO KNOW YOU QUESTIONS

Tell me about yourself.

Why are you interested in this position/company?

COMMUNICATION, TEAMWORK, & LEADERSHIP QUESTIONS

Tell me about a time you encountered conflict on a team. How did you handle it?

SELF-AWARENESS QUESTIONS

Tell me about something you've accomplished that you are proud of.

**Tell me about a time you failed.
What did you learn?**

TAKING INITIATIVE QUESTIONS

**Tell me about a time you improved a
process or workflow.**

Part 2: 3-Month Search Plan

You have reached the Career Transition phase of the program! You worked so hard to get here, congratulations! The Career Transition phase is designed to help you apply everything you learned throughout your coursework to the job search. Searching for a job can be challenging. The questions below will help you stay organized and achieve your professional goals. We then recommend using the [Job Search Plan spreadsheet](#) to monitor your progress over the next 3 months and beyond!

☐ I have filled in the table below to the best of my ability.

| | |
|---|--|
| How many jobs do you plan to apply to each week? We recommend applying to <i>at least 10 jobs per week</i> | |
| Setting aside time each week to apply to jobs is a useful strategy for sticking with your search goals. | Days: |
| | Times: |
| What day(s) and time(s) each week will you apply to jobs? | <input type="checkbox"/> I have blocked out time in my personal calendar for these applications |
| What 3 job boards will you use most frequently? | 1. |
| | 2. |
| | 3. |
| Do you have search filters set up on those job boards that notify you about new postings? | Job Board: |
| <ul style="list-style-type: none">If you do, describe at least one of your filters including the job board, job title, location, and any other relevant details | Job Title: |
| | Location: |
| <ul style="list-style-type: none">If you don't, create a filter and provide the relevant details | Other Details: |
| You still have access to your CSC for 3 months after classes end, plus access to our alumni CSCs after that. Fellows who meet with CSCs regularly are more likely to get jobs. For this assignment, schedule at least 2 appointments with your CSC over the next 3 months. | <input type="checkbox"/> I have <i>at least two appointments</i> scheduled with my CSC over the next 3 months. |

Part 3: Upload your final resume/CV to training site

☐ I have uploaded a final draft of my resume/CV to the training site.

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CONGRATULATIONS! You've completed all four exercises of the Professional Development Project and have gone through an entire job search process! Don't forget that your CSC is here to support you in real-time at any stage of your job search, and be sure to utilize all of the resources available on the training site and Openrole.

Keep C1 posted on your success, as we'd love to celebrate any new job updates with you! When you accept a job offer, share the good news with us by going to Openrole, clicking "Report job change to Correlation One", and filling out the short survey.