

Sample Report Output

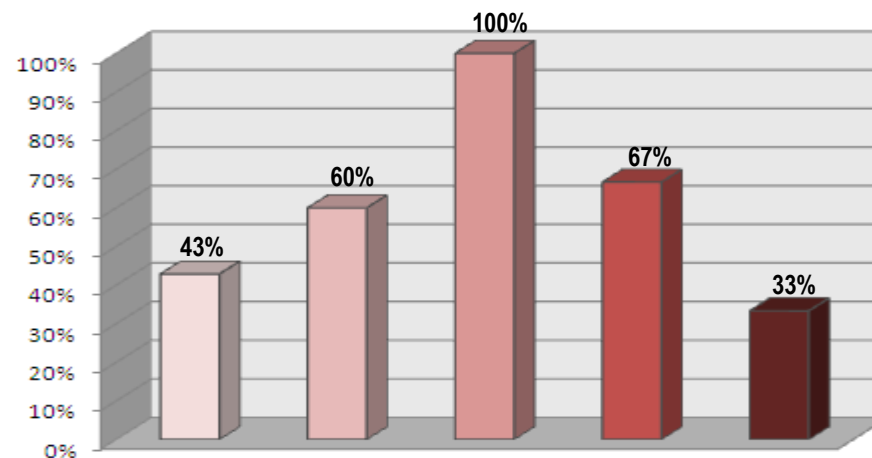


completed 2010-12-4

John Q. Student

Score Report Graduate Employment Preparedness Assessment

Description	Competency	Score
Overall Score		61%
	Career Research	43%
	Career Search Preparation	60%
	Interview Preparation	100%
	Effective Interviewing	67%
	Interview Follow-Up	33%



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Career Research

Your score indicates this is a Need Area

Career Research is the process of successfully identifying prospective careers, learning about potential employers, and discovering relevant employment opportunities. Your score indicates you likely possess an inadequate level of knowledge in one or more of the following areas: assessing personal career interests, skills and capabilities and matching them to potential employment fields; identifying prospective employers and prospective employment opportunities; actively seeking and participating in internships; participating in relevant job and employment fairs; identifying relevant experience in your background which might be useful to prospective employers; and effectively utilizing the services of your college career center.

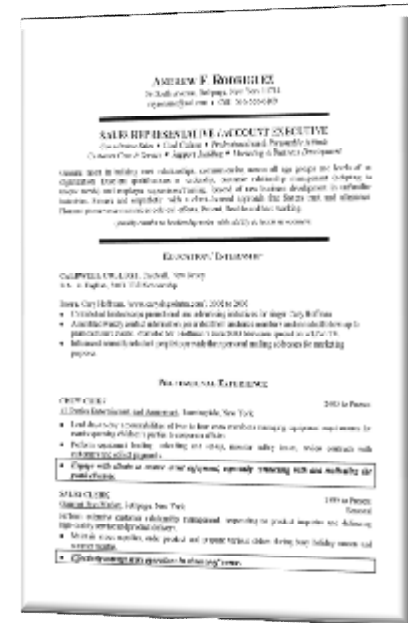


As a follow-up, you will need to increase your overall knowledge and understanding of career research in order to become more effective in conducting a career search. You will benefit by widening your exposure to experiences that increase your value to prospective employers in your field(s) of interest. Utilize the Internet, career center and other technologies and tools at your disposal to zero in on opportunities of interest. It is strongly recommended you utilize the associated **GEPASM Development Guide** and **Action Planner** to deepen your understanding of this competency and its associated best practices.

Career Search Preparation

Your score indicates Adequate Knowledge of this skill area

Career Search Preparation is the discipline of creating the portfolio of credentials necessary to prepare effective resumes, applications, cover letters, and other career marketing materials. Your score indicates you likely possess only a partial level of knowledge in one or more of the following areas: creating a resume; posting an electronic resume; developing cover letters; completing online job applications; utilizing a career search database; developing references; developing an electronic portfolio; posting online profiles; and providing appropriate contact information. You will need to gain additional knowledge of one or more of these areas in order to raise your level of understanding to a satisfactory level. Successfully executing each of these areas is essential to positioning yourself as a viable candidate for career positions which interest you.



As a follow-up, evaluate each area of your career search preparation to ensure you are placing yourself in the best possible position to be selected as a finalist for the positions in which you are interested. Each area of preparation should be completed prior to beginning preparation for specific interview opportunities. Once you begin the interview process, you will be too busy to invest the necessary quality time in this critical preparatory step. Consider utilizing the associated **GEPASM Development Guide** and **Action Planner** to deepen your understanding of this competency and its associated best practices.

Interview Preparation

Your score indicates this is a Strength Area



Interview preparation includes the fundamental activities required to fully prepare for launching the active interview phase of a professional employment search. Your score indicates you likely possess a solid level of knowledge of most of the following areas: appropriate job search attire; utilizing the Internet to conduct prospective employer research; interview soft skills (such as communications, projecting confidence and enthusiasm, projecting a professional image, etc.); assembling the correct materials for an interview; cellphone etiquette; preparing a one-minute introduction; and lawful and unlawful interview questions. Adequately preparing for the active interview phase in each of these areas is essential to performing successfully in the interview itself.

As a follow-up, consider evaluating each area of your interview preparation to ensure you are placing yourself in the best possible position to ace each interview. Each area of interview preparation provides you with the confidence and competence necessary to set yourself apart from the other candidates for the same position when interviewing. By properly executing each of the steps of effective interview preparation, you greatly enhance your chances of being selected as the finalist. Consider utilizing the associated **GEPASM Development Guide** and **Action Planner** to deepen your understanding of this competency and its associated best practices.

Effective Interviewing

Your score indicates Adequate Knowledge of this skill area

Effective Interviewing includes the skills required to present a professional, prepared, and polished approach during the interview phase in order to maximize selection opportunities. Your score indicates you likely possess only a partial level of knowledge in one or more of the following areas: arriving early for an interview; being prepared to complete a job application; opening the interview and building rapport; practicing effective listening skills; modeling effective body language; answering questions appropriately; speaking effectively; asking appropriate questions; providing appropriate documentation to support your candidacy; properly closing the interview; and effectively interviewing by telephone. Most often the finalist in an interview is highly successful in this phase of the selection process.

As a follow-up, you should evaluate each area of effective interviewing to ensure you are placing yourself in the best possible position to ace each round of interviews. While your background and credentials are crucial, it is your ability to sell yourself as the ideal candidate for the position will likely determine whether or not you will be hired, and what negotiating leverage you will have. By properly executing each of the steps of effective interviewing (in person or on the telephone), you greatly enhance your chances of being selected as the finalist. Consider utilizing the associated **GEPASM Development Guide** and **Action Planner** to deepen your understanding of this competency and its associated best practices.



Interview Follow-Up

Your score indicates this is a Need Area

Interview Follow-Up is the discipline of managing effective communications with prospective employers following the interview phase of the employment search. Your score indicates you likely possess an inadequate level of knowledge in one or more of the following areas: sending thank you notes in a timely manner; utilizing appropriate follow-up communications via e-mail and telephone;

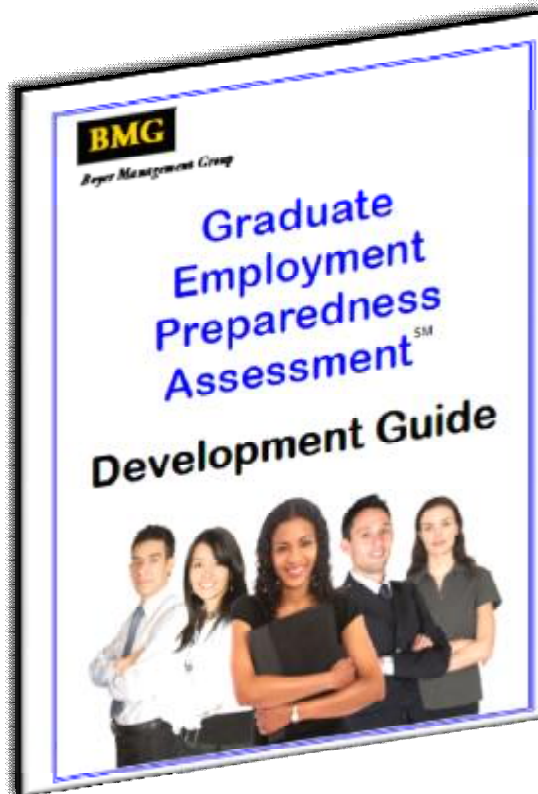


continuing to build your professional network; communicating appropriately when a company expresses interest in you; responding appropriately to letters of decline from prospecting employers; and negotiating offers effectively. Because of the abundance of qualified candidates for most open positions, effective follow-up is essential to be hired into your preferred position(s).

As a follow-up, we strongly recommend evaluating each area of interview follow-up to ensure you are placing yourself in the best possible position to secure your employment of choice. Interview follow-up is one of the primary differentiators between good candidates and highly successful ones. By going the extra mile, you are exhibiting characteristics of a highly desirable candidate and improving your chance of securing your desired employment at higher compensation levels. We strongly recommend utilizing the associated **GEPASM Development Guide** and **Action Planner** to deepen your understanding of this competency and its associated best practices.

What Are My Next Steps?

We strongly urge you to utilize the Graduate Employment Preparedness AssessmentSM Development Guide. In it you will find 248 of the best practices associated with effective career searches, plus a whole lot more:



- An explanation of how GEPASM was developed.
- A competency-by-competency tutorial.
- An **Action Planner** for further developing your strengths and addressing areas of need.
- A series of checklists for each competency to guide you through an effective career search.

Finally, let your career search be directed by the words of Harvey Keough:

"The race is not to the fastest person, but to the most driven."

