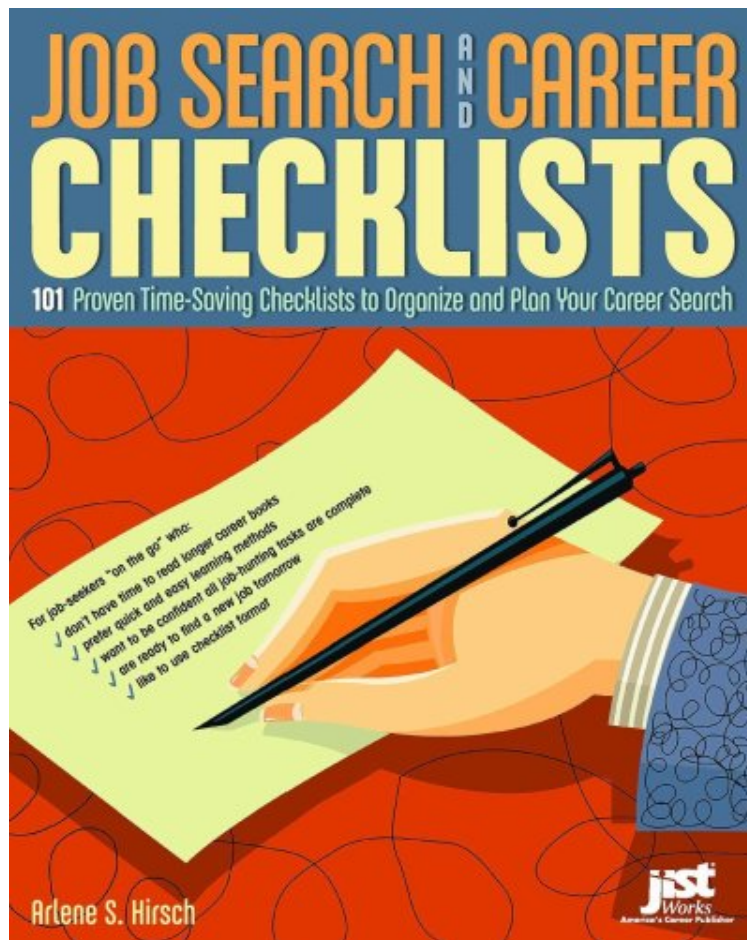


(Mobile ebook) Job Search And Career Checklists: 101 Proven Time-Saving Checklists To Organize And Plan Your Career Search

Job Search And Career Checklists: 101 Proven Time-Saving Checklists To Organize And Plan Your Career Search

Arlene S. Hirsch

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The thought of looking for a job is daunting to some people, where do they start? So imagine how helpful it would be to have a series of checklists to help them get started and organize their time and tasks. Job seekers gain immediate confidence by following these "to do" checklists. They know they've covered all their bases which leaves them more time to concentrate on important skills and tasks such as networking and interviewing. Whether starting a new career or analyzing present job progress, readers will find this book a great tool for assessing needs, gaining confidence in all job-hunting tasks that need to be accomplished, initiating job search, improving their current jobs, and exploring career options. Checklists include, Personality, interest, and skill inventories; time management and financial planning tips; eight ways to improve your current job; career decision making checklists; sample answers to the most difficult interview questions, and more.

About the Author Arlene S. Hirsch is the founder of Arlene S. Hirsch and Associates, a career and psychological counseling company in Chicago, IL. Since launching her company in 1983 Ms. Hirsch, an expert in career psychology, has worked with a diverse population of individuals and organizations to address career planning, development, and management needs. She's also a senior lecturer at Northwestern University, where she teaches career psychology to graduate students.