

➡ VISUAL PROGRESS COACHING



Job Search Coaching

Job Search Coaching Programme - Questions

Do you need a plan?

What is the reality of your current situation?

What is the jobs market like currently?

What do you really want?

What will you do?

Do you need a Plan B, C and D?

Do you need to plan your job search like a project?

How will you manage this extra work and time?

What do you know about the competition?

Will there be many applicants?

Do you have a unique selling point or unique combination of selling points?

If they select you, why will they?

What is your first step?

Do you know what will be required in this job search?

What are you unsure about?

How will you get started?

Who will create your cv?

What needs to be included in your cv to get an interview?

How should you show your personal strengths, skills and successes?

What do you write about your career so far?

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How do you look your best in your cv?

If you were a brand how would you present yourself?

How do you quickly, clearly and professionally show your value?

Will you change your covering letter, cv and interview preparation for each application?

What can you do to make sure that you interview well?

What type of questions will they ask?

What research do you need to conduct?

What techniques will you use to answer?

What can you do to try to interview better than the competition?

How can you practice?

What mistakes must you ensure you do not make?

What help can you get?

How do you show yourself most effectively?

What do you want them to say about you when they consider your application after the interview?

What 3 words do you want them to use when describing you?

Which version of yourself will you show?

How should you prepare?

How will you show them you are both a good candidate and a good match for what they are looking for?

How much time do you need to make covering letters, cvs, update LinkedIn and prepare for interviews?

Do you need to prepare for an assessment centre or presentation?

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Which of your achievements do you mention?

What are your greatest achievements?

What are your achievements that are most attractive to the employer?

How can you make your achievements clear and measurable?

How do you explain your strengths?

Do you know your own strengths?

Which strengths should you emphasize?

How do you connect your strengths with your achievements?

What do you write about your career so far?

How do you demonstrate responsibility levels, complexity and challenges?

What will they find valuable and how can you explain it clearly?

What should you keep quiet about?

Employers like to know about problems, setbacks and failings, how will you explain yours?

What parts of you do you not want to show?

What concerns might they have about you?

It's a fight

What makes you more attractive than other potential candidates?

It's normally a longer process than people expect, how will you maintain your motivation?

There will be setbacks, how will you manage them?

Want some help?

What help do you need?

Is it better to do this alone or with someone else?

How important is getting a new position?

Job Search Exercises

Motivation for a Job Change

What are the main reasons you are considering changing your job?

Which reasons are the real driving forces behind you changing?

Why are these reasons so important?

What changes are you looking for?

What impact would achieving these changes make to your life?

Are there any reasons that could make you consider staying?

What have you done to improve your current job? Can it be changed?

Which version of you would stay in your current job and which would leave?

How motivated are you to go through the work of a serious job search?

What makes you convinced a new job can give you what you want?

What is the first step you will take?

The Role of Work in Your Life

Work for some is simply a way of earning money, for others it is part of a career that brings status and promotions, whilst for others it is a vocation, something that connects with their inner purpose and life values.

Why do you do your job?

What specifically do you want from your job? How satisfied are you with your job?

If you won enough money to mean that you did not need to work, would you work and what job would you do?

Are you looking for a new job that is similar job or a completely different type of job?

If you are seeking a completely new type of job, will you need do some learning / training now to improve your chances of securing the job? Which skills and strengths you currently have would be useful in the new job?

How will changing jobs affect your short and long term career goals?

What do you want to enjoy in your job? What will you lose or miss if you leave your current job?

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What Makes a Terrible and Great Day at Work

Think back to some terrible days at work, what happened? Think of 3 terrible days, what happened?

Consider who was involved, what work was being done, how it felt and why the situation was as it was?

Are there any things in common between these 3 terrible days?

Could this day have been avoided or prevented? Did you learn or benefit in any way from these days?

Work will always bring challenges and problems but what issues are you simply not able to accept?

Now, please think back to some great days at work, what happened? Think of 3 great days, what happened?

Consider who was involved, what work was being done, how it felt and why the situation was as it was?

Are there any things in common between these 3 great days?

What do these days show you about what you want in a job?

What do these days show you about what you require from a job?

Which of your personal values, strengths and skills were you using on these great days? Is that important?

How often do you experience great days, are you able to create more or do you need a different job or career to do that? Is it time to take some action?

The Best Version of yourself at Work

Which version of yourself are you in your job currently? How would you describe yourself as this version?

What is the best version of yourself you have been in your current job? How would you describe that version of yourself?

What is the worst version of yourself you have been in your current job? How would you describe that version of yourself?

What is the best version of yourself you have ever been in any job? How would you describe that version of yourself?

When you are your best version of yourself what are you actually doing, who are you with and how do you feel?

Why, in one sentence, is this the best version of yourself? How often in your life have you been the best version of yourself?

How often do you think you will be the best version of yourself in the future?

To be the best version of yourself what action can you take? Starting with what?

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What do you specifically want from a job?

Do you have a list of what you specifically want from an existing or new job?

Who do you like working with and for? Why?

Where do you want to work in terms of location, onsite/hybrid and size / type of business? Why?

What type of work do you want to do and what skills and strengths will it require? Why?

Do you want to work as part of a team or individually, creatively or administratively, with structure or without and what level of commitment will it require?

What responsibilities, power and influence do you want to have? Why?

Have you prioritized what you want?

What are you not prepared to accept in terms of who, where, what and how?

What do these answers show you?

How will you identify whether job applications really do match your requirements?

Get Moving

How will you record all your applications eg position, company, direct / through platform / Headhunter, dates, progress and feedback such that you effectively track everything?

When you study job advertisements, are there some common themes that employers are looking for that come across in terms of the work, background, skills and type of person?

Employers want good candidates and candidates that are a good match for them, how will you show both?

Are you looking for more than 1 type of position? If so how will you adapt your cv?

How do you make sure you share the best of your skills and achievements in your cv to help secure the interview?

How will you explain events in a clear, precise and credible way?

How will you quantify your responsibilities and tasks such that the employer understands the workload, complexity and variety of your experience?

What key words in the job advertisement must you cover in the cv?

How will you prepare for the interviews? What tough interview questions can you anticipate?

How will you practice for the interviews, with whom and how often?

How will you maintain your motivation, learn and be at your best through the job search?

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The Bigger Picture

What are your values, what do you really believe in and how could this support you in your job search?

What beliefs do you hold that might be limiting your progress?

If you found what in life really drives and energizes you, what you would be willing to sacrifice for and who you want to help – how would you feel? How would this help you in your job search?

Imagine you are 75 and are attending the film debut of a film of your life, would this job search be featured?

What big goals have you achieved so far in your life, what have you learnt from them and how have they prepared you for the challenges of this job search?

How have you grown and developed in the last 3 years?

How has your personal history shaped your views, reactions and behaviour in this job search?

If you had real clarity in where you are going in life, would it help you in the job search?

How do you want interviewers to talk about you during the job search process?

Who do you want to be in life and how does this job search contribute to this?

How will securing a new job contribute to your overall happiness?

Will securing a new job hap you feel more fulfilled?

What role will the new job play in your overall success?

How will you maintain and maximise your self-motivation?

What excites you about a new job?

Have you ever wondered and asked yourself if ‘this is it and nothing more’?

What help do you need, what have you done to get this?

If you do not secure a new job, why will this be important and how will it affect you?

If you achieve a better job than you currently are aiming for, what will the impact of this be?

If you were the bravest version of yourself, what would you do differently?

How resilient is your job search plan? Are you being resourceful enough?

Could you commit to doing the job search work more often, differently, or more intensely?

Imagine it is 1/2/3 years in the future and you have achieved results in your job search that are way beyond your current goal, you look back at what you did, what would you identify as being the key factors in achieving this?

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