**MERIDIAN RESOURCES - TRANSITION READINESS SURVEY**

Thank you for taking our confidential **Transition Readiness Survey**. The survey will take approximately **5-10 minutes** to complete. In order for the Meridian program to be of maximum value to you, it is important to take a moment to identify your career transition needs and to establish clear expectations regarding how Meridian and your personal Coach will help you attain your goals.

**Return your survey to your coach as soon as possible.**

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| --- | --- |
| **Full Name** |  |
| **Sponsor Organization** |  |
|   |   |
| **THE COACHING RELATIONSHIP** |
| A solid and active partnership between you and your Meridian Coach is essential to your success.  ***Confidentiality is a key component of this relationship***.  You can feel comfortable knowing that while we do report very general progress notes to your sponsor organization, we do not share any details of your personal search efforts.  Our reports focus on what we are doing to assist you, rather than what you are doing specifically.***Your Meridian Coach commits***to providing you with exceptional service and solid advice in phases of your transition - until you meet your goal.  There are no time limits on your program.  Your coach will contact you on a regular or agreed-upon basis to provide assistance and support for the duration of your program.  Your coach offers you expanded accessibility, including evenings, weekends, and holidays when necessary.  Your coach is committed to keeping you on track and helping you maintain focus and momentum.   |
|  |   |
| I understand my Meridian Coach's commitment to my career transition |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |   |
|   |
| ***As an active participant in your Meridian program, you can do your part by committing to the partnership as well.***We ask that you work constructively with your Coach toward mutual objectives and complete assignments in a timely manner.  With decades of business and Career Transition Coaching experience, we offer you the most current strategic advice in all elements of your search process.  All we ask is that you actively listen to our feedback and advice and consider incorporating our suggestions into your campaign; an active line of communication between you and your Coach is essential.  We ask that you regularly communicate with your coach regarding your concerns and progress, and most certainly let us know when you have successfully met your goal.  |
|   |   |
| I understand the importance of my commitmentto the Coaching relationship |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |   |
|   |
| ***Meridian provides information packets that detail the benefits and features of your program.***  A copy of your program's benefits and features were included as an attachment with your Welcome e-mail.We ask that you review this packet so that you understand the services available to you in your career transition.    |
|   |   |
| I reviewed my information packet and I understand my Program Benefits |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I understand the role of Meridian as my Career Transition Service Provider and how that is different from recruitment or search firm services. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |   |
| **MANAGING CHANGE** |
| ***Managing Change*** is an important part of the career transition process.  ***Please consider the following statements and rate how you assess yourself toward each.*** |
|   |   |
| I understand the role my Coach will play in my transition success |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I will actively partner with Meridian and my Coach for success |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I will stay in regular contact with my Coach for guidance, support, and motivation |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I am willing to accept coaching and take action on suggestions |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |
|  |  |

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|   |
| I have the ability to look ahead and move beyond the circumstances that led to the transition |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I have a positive outlook on what the future may hold |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I have a strong personal support system (friends, family, associations) to help me in this process |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| My financial situation is healthy enough to carry me to the next opportunity |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I have a good idea of the types of opportunities I want to pursue |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |   |
|   |
| ***Comments/Concerns regarding Managing Change*** |  |
|   |   |
| **PERSONAL AND CAREER ASSESSMENT** |
| ***Personal and Career Assessment*** is a process that will help you identify viable career options based on a process of self-discovery to define key strengths, personal attributes, and experiences that can be offered in your next career opportunity.  ***Consider the following statements and identify areas where Meridian may be of value to you.*** |
|  |   |
| I would like Meridian and my Coach to help me define my personal values and goals relevant to the world of work. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I would like my Meridian Coach to help me identifythe types of targeted opportunities I want to pursue. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I would like my Meridian Coach to help me define specific criteria needed to assess my targeted companies and potential opportunities (personal values, likes/dislikes in a career opportunity, geographic location, company size, etc.). |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I would like my Meridian Coach to help me identify my career accomplishments and teach me how to effectively articulate them. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |   |
|   |
| **Comments/Concerns regardingPersonal & Career Assessment** |  |
|   |   |
| **JOB SEARCH READINESS** |
| ***Job Search Readiness*** is a process of developing key marketing components necessary for the career search campaign.  ***Please consider the following statements and identify areas where Meridian can be of value to you.*** |
|  |  |
| I would like my Meridian Coach to help me review or create a resume that effectively presents my skills, experiences, education, and career accomplishments toward my desired transition goals. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I would like my Meridian Coach to ensure that my resume is visually appealing and easy-to-follow. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I would like my Meridian Coach to create a version of my resume that is formatted specifically for use on theInternet and in e-mails. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I would like my Meridian Coach to help me create a powerful LinkedIn profile and teach me how to use this tool in my transition. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I would like my Meridian Coach to help me develop clear, targeted, properly formatted cover letters. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |   |
|   |
| ***Comments/Concerns regarding Job Search Readiness*** |  |
|   |   |
| **LAUNCHING AN EFFECTIVE JOB SEARCH CAMPAIGN** |
| ***Launching an Effective Job Search Campaign***is where the work really begins.  This is the creation and implementation of your action plan.  How effective you are in this segment of your transition will translate into how quickly you secure your next new opportunity.  ***Please consider the following statements and identify areas where Meridian can be of value.***  |
|   |   |
| I would like my Meridian Coach to help me generate a list of key people who can serve as references and networking contacts in my transition. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I would like my Meridian Coach to teach me how to approach people **I already know** for help in my job search. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I would like my Meridian Coach to teach me how to approach people I **do not** know for help in my job search. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |
|  |  |

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|   |
| I would like my Meridian Coach to help me set transition goals and develop and implement action plans. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I would like my Meridian Coach to help me improve my follow-up and follow-through skills, which are important in an effective transition. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I would like my Meridian Coach to provide advice and tools regarding organization and time management skills that will enhance my transition. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |   |
|   |
| ***Comments/Concerns regarding Launching an Effective Job Search Campaign*** |  |
|   |   |
| **PRESENTATION AND INTERVIEWING SKILLS** |
| ***Presentation and Interviewing Skills***showcase your abilityto convey a solid, professional image through verbal and face-to-face communications. ***Please consider the following statements and identify areas where Meridian can be of value and support to you.***  |
|   |   |
| I would like my Meridian Coach to help me effectively and appropriately explain why I am currently in transition. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I would like my Meridian Coach to help me prepare a brief introduction of myself so that I may effectively answer the question, "Tell me a little about yourself, and what are youlooking for?" |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I would like my Meridian Coach to teach me how to present a strong and confident image over the telephone. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

 |
|   |
| I would like my Meridian Coach to teach me how to present a strong and confident image in face-to-face meetings. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I would like my Meridian Coach to teach me how to make a good first impression in personal appearance and in body language. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I would like my Meridian Coach to teach me how to better communicate with individuals who have a a variety of personality styles, even when I may be under stress. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I would like my Meridian Coach teach me how to handle difficult or challenging interview questions. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I would like my Meridian Coach to guide me through how to handle objections. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |
| I would like my Meridian Coach to help me better handle rejection and recuperate quickly from set-backs. |

|  |  |
| --- | --- |
|  Yes |   |
|  No |   |
|  Discuss |   |

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|   |   |
|   |
| ***Comments/Concerns regarding Presentation & Interviewing Skills*** |  |
|   |   |
| **ADDITIONAL INFORMATION** |
| ***You may have other concerns that you wish to discuss with your Coach.  Perhaps the following considerations may be helpful in organizing your thoughts.*** |
|   |   |
| What are your key concerns regarding your career transition? |  |
|   |
| Are there any obstacles you foresee in your transition (age, education, experience, salary, relocation)? |  |
|   |
| How is your current or targeted industry and/or job function faring in today’s market? |  |
|   |
| How many months do you realistically think that you will be in transition? |  |