

## Prove It!

Every prospective employer is asking you the question, "What can you do for me?" You must do more than tell the employer what you can do — you must **PROVE IT!**

Specific examples of your past accomplishments are indicators of your future value. The following list is to help you recall your past accomplishments. Use each question as a springboard towards thinking through what you've done.

You'll be surprised how much you've forgotten!

- For each evaluation period, what were your primary goals and objectives? Were they accomplished?
- What were your major accomplishments in your work history?
- Have you ever been given awards, commendations or special recognition? Why?
- Have you been given raises, bonuses, promotions, special temporary assignments? Why?
- Have you ever been given an increase or promotion sooner than anticipated? Why?
- Have you ever been given preferential treatment? Why?
- What have you done to change the nature of your job? What has been the result?
- Have you ever saved money for the company? How?
- Did you ever come up with a new idea, way of doing things, order in which a product has been processed, or way to minimize waste?
- Did you ever start any new tasks or projects?
- Did you suggest any policy changes or procedures? What was the result? Are they being used?

### Interviewing publications:

- Hidden Elements of Interviewing
- Questions Questions Questions
- Informational Interviewing
- Telephone Tips and Techniques
- Keys to Successful Interviewing

### Publications available in these topic areas:

- Resumes and Applications
- Job Search
- Job Readiness



- Did you ever change something that was losing money into something that was making money?
- Have you ever worked with, proposed, or managed budgets?
- Have you done creative or innovative things on the job?
- What extra, out-of-the-ordinary job responsibilities have you accepted? What has been the outcome?
- Have you ever developed or assisted in sales or marketing efforts?
- What kind of problems did you solve for your boss or for the company? How did you do this?
- How did you make your boss look good?
- How did you make your boss more effective or successful?
- What people problems did you solve? How?
- Did you ever do any recruiting for your company? How did that person work out for that company?
- Have you supervised others? How many? Who reported to you?
- Have you ever supervised others who were managers? How did you control their activities?
- Have you been responsible for hiring others? How many? How did they perform? Have you ever had to terminate someone? How did you do it?
- Have you ever suggested a new product line?
- What kind of written communication have you done? Have you written any grants, proposals or reports that have been published internally or externally?
- Have you given speeches? To whom? On what subjects?
- What professional or community organizations have you been active in? Have you held any offices?



- What kind of reading do you do?
- What do you do to keep current professionally?
- What continuing education, seminars, or workshops have you taken? How did you do?
- Have you done any teaching? When? What?
- What kind of volunteer work have you done? What roles have you taken? What was the outcome of your work? What unique combination of skills do you have?
- How would your company have been different had you not been there?

**Now that you've thought through your accomplishments, don't hesitate to market these accomplishments to employers. Remember, employers don't read minds. You have to tell them how good you really are!**



Department of Workforce Development

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