

Job Search Checklist

Steps 1 - 3 : Before Job Search

Step 1 IDENTIFY OCCUPATIONS

- Make a background & experience list
- Review Information on Jobs
- Identify jobs that use your talents/skills

Step 2 IDENTIFY EMPLOYERS

- Ask relatives/friends to help you search
- Ask your Job Network Member for help
- Contact employers for job info
- Obtain job descriptions
- Use Internet to identify employers

Step 3 PREPARE MATERIALS

- Write your resume (tailor to jobs)
- Write cover & application letters
- Assemble a job search kit (copies of resume, calling cards, travel maps, phone books etc)

Steps 4 - 5 : Everyday During Job Search

Step 4 PLAN YOUR TIME

- Wake up early to start searching
- Make a daily job search to-do list
- Work hard all day in your job search
- Reward yourself and relax

Step 5 CONTACT EMPLOYERS

- Call employers directly (even if they are not advertising positions)
- Speak to the "hirer" within the company if possible.
- Go to companies to fill out application forms
- Contact friends/relatives to find out if they know of any openings

Steps 6 - 8 : When you have secured an interview

Step 6 PREPARE FOR INTERVIEWS

- Learn about the company you are interviewing with.
- Review job ad or description to identify how your skills/experience match requirements.
- Assemble resume, application forms, certificates etc
- Arrange babysitting, transportation etc.
- Give yourself plenty of time
- Participate in mock interviews

Step 7 GO TO INTERVIEWS

- Dress correctly for the interview
- Go alone
- Be clear, concise and positive
- Thank the interviewer

Step 8 EVALUATE INTERVIEWS

- Send a hand written thank you note to the interviewer within 24hrs.
- Think about how you could improve
- Debrief with your Job Network consultant

Steps 9 : After an Offer

Step 9 ACCEPT THE JOB

- Understand job duties and expectations, work hours, pay etc
- Be flexible if you need to discuss salary
- CONGRATULATIONS