

# **Job Search Readiness**

Are You Prepared?

There are many elements to your Job Search Readiness puzzle – How do you "fit" in each of these? Review each section on this checklist to see if you are ready! **CareerDFW.org is a great resource for your search.** What new skills do you need to learn? Do you want virtual / remote roles? Do you know how to "Zoom" – for virtual interviews and meetings?

### Positioning / Branding:

- □ I know what I am good at
- $\hfill\square$  I know why an employer needs / wants my skills
- □ I know how to "sell" / "market" myself
- □ I know where I can best contribute
- □ I know how to answer "Tell Me About Yourself"
- □ I have a 30 second elevator speech and can adapt to shorter or longer as needed
- □ I know my "exit" statement (why I left my last job)

#### **Resume:**

- $\hfill\square$  I have a resume that describes me well
- □ I have a "summary" on my resume that supports the position or role I am seeking
- □ I have job related bullets stated as "accomplishments" or "results"
- □ I have reviewed my resume carefully (No Typo's)
- □ I know how to tailor my resume to specific positions for which I am applying

## **References:**

- □ I have my list of references recapped on one page, ready to send to potential employers, when asked for my references
- □ I have the correct phone, email and title/company information for each reference and have confirmed this information with my references
- □ I have talked with each of my references recently and confirmed they will give me a "really good" reference (Don't Assume!)
- □ I advise my references when I have an important interview coming up so they will have me "top of mind" for possible calls

### **Resume Posting:**

- □ I have my resume posted to job boards, ie: Indeed.com
  - SimplyHired.com Dice.com CareerBuilder.com Monster.com USAjobs.gov
- □ I am refreshing my resume <u>at least</u> twice a week on all job boards
- □ I am searching for jobs through LinkedIn.com (Hint: some companies post job openings exclusively on LinkedIn)
- □ I have set up job searches through LinkedIn to get daily updates on new postings

#### **Target Companies:**

- □ I have identified industries that are hiring now or are poised for growth
- □ I have a list of target companies identified (10 is a good start)
- □ I am searching my target company web sites for job postings
- □ I am sharing my target company list with friends
- □ I am sharing my target company list with new contacts and friends of friends

#### Written Correspondence:

- □ I have a core "cover letter" that I can modify for each job I apply for
- □ I have a "thank you email" that I can modify for each person after interviews or assistance
- □ I keep a key group of friends/family updated on my status and search email twice a month



# **Job Search Readiness**

# Are You Prepared?

## **Digital Branding:**

- □ I have a LinkedIn account
- □ I have a photo posted on LinkedIn Professional appearance in a headshot that "looks" like you going on an interview No Selfies!
- □ I have <u>made</u> recommendations for others on LinkedIn
- □ I have <u>received</u> recommendations from others on LinkedIn (Request if not!)
- □ I have reviewed my privacy settings on all other social media accounts in my name and locked down appropriately
- □ I have presented myself consistently across all social media sites (my title / what I "do", what I am searching for, what my expertise is, my professional appearance photo)
- □ I am using the "Status Update" sections on each social media network to let my contacts know I am looking, and for what, as appropriate
- □ I know "how to use" and "why to use" each of these accounts
- □ I have a signature line on my personal email that includes my name, title of what I am / what I do, phone contact, email address, links to my social media accounts (as appropriate)

#### Interviewing:

- I have read materials on Interviewing (CTW Frisco workshop)
- □ I have attended an Interviewing seminar or Networking group session on Interviewing
- □ I have prepared my SOAR stories for the top Behavioral Interview questions (Situation, Obstacles, Actions, Results)
- □ I have practiced answering questions
- □ I have a Zoom account (Free)
- □ I know how to "Zoom" for virtual interviews (free workshops offered by Zoom)
- □ Practice Zooming!

### Networking:

- □ I am attending Career Transition Networking Groups with other job seekers (find groups at <u>CareerDFW.org</u> - in person and virtual)
- □ I am using <u>WhoYaKnow.Show</u> as a resource
- □ I am volunteering at groups and / or associations to promote and grow my skills, and "give back"
- □ I am attending industry functions relevant to my position and career field (many virtual now)
- □ I have joined organizations that are in line with my professional expertise and connect me with others in my profession (Groups on LinkedIn and in organizations that meet – virtual now)
- □ I have found and attend selected industry seminars or training functions to expand my knowledge and network (many virtual and free)
- □ I have business cards (Hint: design and order through <u>VistaPrint.com</u>)
- $\Box$  My business cards promote my expertise

## **Offer Prep:**

- □ I have read materials on Salary and Offer Negotiation (CTW Frisco workshop)
- □ I have attended a Salary/Offer Negotiation seminar or Networking group session on Negotiation
- □ I know what my salary requirements and benefits requirements are
- I have researched salary info ie: Salary.com - (SalaryWizard) Salaryexpert.com Glassdoor.com Payscale.com Indeed.com/salary



# **Job Search Readiness**

# Are You Prepared?

#### **Research / Education:**

- □ I have a library card and can access free databases through the library, such as <u>ReferenceUSA.com</u> and <u>Zoominfo.com</u>
- □ I have conducted complete research on my target companies
- □ I know where to find Networking Groups search <u>CareerDFW.org</u>
- □ I am taking advantage of classes and training offered many virtual options!

#### Chamber of Commerce sites:

#### Officialusa.com

□ Search for city and state chambers relevant to area desired

#### **Unemployment:**

□ File Online: <u>TWC.texas.gov</u>

#### Workspace:

- □ I have a dedicated space at my home where I can work on my job search
- □ I have a printer, computer and internet access
- □ I have a business identified near my home where I can go to send and receive faxes, send packages (ie. UPS Store, FedEx Office, Staples)

#### NOTES: What do I need to do?

- Evaluate and research information available and take action!
- Set lunch or coffee dates with my contacts prior co-workers, new contacts, references (can do virtual or in person!)
- □ Remember 4 important tips for all interviews and networking meetings even if Virtual!
  - 1) Dress appropriately
  - 2) Good eye contact
  - 3) Show my smile!
  - 4) A firm handshake (when in person)
- □ Remember to keep "balance" in my life beyond the job search:
  - O Spiritual time
  - O Emotional health
  - O Physical exercise
  - O Quality family and friend time
  - O Faith Over Fear!