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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 made recommendations for others on LinkedIn
- ☐ I have received 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 CareerDFW.org - in person and virtual)
- ☐ I am using WhoYaKnow.Show 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 VistaPrint.com)
- ☐ 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

