

Checklist: Job Search Readiness

You have a clear employment goal.

Yes No

You have a clear understanding of the types of jobs you should be looking for.

Yes No

You have researched at least 5 employers with whom you think you have the best chance for employment.

Yes No

You have the required education, certification, training, paid experience needed to get the job.

Yes No

You have a copy of your personal data record to use as a guide as you complete paper or online applications.

Yes No

You have at least 2 typed versions of your resume and copies of each version with a Cover Letter.

Yes No

You have two **current** forms of identification, such as driver's license, social security card.

Yes No

You have addressed possible barriers to employment i.e., transportation and childcare arrangements including having a back-up plan for each barrier in place.

Yes No

You have a complete Interview outfit which is appropriate to the specific type of job for which you are applying for.

Yes No

You are prepared to answer interview questions by practicing your answers ahead of time. You have worked especially hard on preparing answers to difficult questions regarding gaps in employment, criminal background or a termination from a past job.

Yes No

You have a typed Reference List complete with names, titles email addresses and phone numbers and you have notified your references.

Yes No

You have an active phone number and a second back-up phone number where you can be reached.

Yes No

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