



ARE YOU READY?

JOB SEARCH AND INTERVIEW CHECKLIST

BETTER WORK

GET READY

- Do you have a professional sounding email address? Do you have a professional email signature?**
Example of a professional email address: barbara.lane@gmail.com. If you include number, avoid using your age or birthdate.
- Do you have a professional voicemail greeting set up on your phone?**
Example: Hello. You have reached “include your name here”. I am not available right now. Please leave a message with your name and number, and I will respond to your call as soon as I can.
- Business professional also applies to your social media. Look at your social media profiles, and make sure you know what others are seeing when they search.**
It is a good idea to change your Facebook permissions so the public can only see your profile pictures and cover images. People lose opportunities daily because of what HR managers see on their social media pages.
- Learn about the companies you’re interested in working for.**
Be able to say why you would like to work for them. Find out what the requirements are for the job before you apply and think about whether that’s something you really want to do.
- Find out what you would have to wear to work at a specific job/company?**
- Ask a few of your professional contacts if they will be references for you.**
If possible, have that information ready before you start applying for jobs.

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PREPARE A POWERFUL RESUME

- Create or update and review your resume to be sure it accurately and professionally describes what you have to offer.
- Look at the keywords that are used in the description of some jobs you want to apply for and use those words where you can on your resume.
- You may need more than one version of your resume to match a couple of different jobs you are interested in.
- It's a good idea to ask for a professional resume review.
If you're using Hiring Well Doing Good to help with your job search, we can help with this.
- Write a basic cover message and have a few people you trust edit it for you.
Then, you can use this message in an email (or a letter) when you apply for a job.
- Have a PDF version of your resume ready to email or upload when you need to.

PREPARE FOR YOUR INTERVIEW TO MAKE A GREAT IMPRESSION!

- Practice answering common interview questions like, "Tell me about yourself."
- Prepare some questions that you can ask the employer.
Bring something with you to the interview to take notes when you get the answers.
- Be prepared to introduce yourself.
Ask what kind of greeting the interviewer would prefer, or wait to see what they do first. A handshake may no longer be acceptable.

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- Practice smiling and making eye contact while you're talking.
- Prepare to ask about when and how you should follow-up and to say thank you after the interview.
- Wear professional clothes to the interview.
If you don't have something nice to wear, search at 211uwcv.org for an updated list of organizations who can help.

FOR VIRTUAL INTERVIEWS, CONSIDER THIS.

- Dress professionally** as you would for an in-person interview.
- Try to **find a quiet spot** for your interview without interruptions.
- Make sure you **have access to a computer/smart phone** for the interview.
- Find out **which software will be used**.
- Download the software/app** and test it.
- Make sure your video and audio work** correctly before the day of the interview.
It's a good idea to check the lighting so you know the employer can see you during the interview.
- Make sure the area around you is uncluttered** before the interview and that the area in the background looks professional.

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