

NIEFS Job Search Checklist

Work Target(s):

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-
-

Skills/Knowledge needed for this work:

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-
-
-
-
-

Places to Find Job Leads:

-
-
-

Do I Have:

- Targeted Resume
 - ____ # Handed Out
 - ____ # To follow up with
- Cover Letter
 - ____ # Handed Out
 - ____ # To follow up with
- Current references
- Networking Cards
- Internet ready resume and cover letter
 - Written
 - Practiced
- 30 second promo script

Who can help me find this work?

- I have identified a network of supports
 - If not, make a list of potential warm contacts and cold contacts
 - I have made an employer contact list

Am I ready?

- Transportation
- Daycare/Personal Needs arranged
- Equipment/Gear/Clothing
- Professional Message on answering machine

Do I know...

- Where the businesses are located
- Who I am seeing (get names!)

Do I know how to:

- Answer potential interview questions
- Research potential employers
- Follow-up with employers

How do I make positive connections?

- Informational Interviews
 - ____ # Arranged
 - ____ # Completed
- Employer Interviews
 - ____ # Arranged
 - ____ # Completed

Other:

My Next Step in my Job Search is:

Action: