



# SYSTEMISE YOUR **JOB SEARCH**

Changing the way you think about your job search can have an enormous impact on your success. Use the following checklist to help you keep track of your job search progress.

RESEARCH / PREPARATION	YES	NO
Is my resume up to date?		
Do I know my core skills, strengths and attributes?		
Do I have a 30 second pitch?		
Do I know why I want a job?		
Do I know what makes me job ready?		
PROSPECTING	YES	NO
Cold calling		
Networking		
Online Searching - includes Seek, Jora, Indeed, Social Media		
Help Job Portal		
APPLYING	YES	NO
Tailoring your cover letter and resume to each job		
Making phone calls		
PRESENTATION / INTERVIEW	YES	NO
Interview clothes		
Prepared questions about the job		
Do I know where I am going?		
Research the company		
REVIEW - AFTER THE INTERVIEW	YES	NO
Review question: What went well?		
Review question: What could I improve?		
Review question: What opportunities can I focus on?		
Review question: What challenges did I face in the interview?		
FOLLOW UP	YES	NO
Send a thank you email		
Make a phone call		
Ask for a referral		