

# Getting Started Checklist



10 Easy Steps  
to get the  
Job You Want!

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ReadySet HIRED! Checklists are intended to be used as a guide. The actions and items listed are “reminders” – things you need to consider at particular stages of your job search. The checklists are by no means absolute so don’t feel you have to check off every item on the list in order to proceed. They are also not exhaustive, so there are likely “other” items and actions you need to consider that are not on the list depending on your particular situation and requirements.

SELF CHECK	
<input type="checkbox"/> Attitude	I’m approaching my job search with a positive attitude and know that if I work hard I will succeed.
<input type="checkbox"/> Financial Situation	I’ve assessed my financial situation and I am financially prepared to manage my job search for _____ weeks.
<input type="checkbox"/> Skills & Strengths	I’ve assessed and listed my skills and strengths to help me decide what kind of job is right for me.
<input type="checkbox"/> Family & Friends	I’ve made my family and friends aware of my job search intentions and I have their support.
<input type="checkbox"/> Mentor/ Coach	I’ve sought out a mentor and/ or a coach to help me with my job search.
<input type="checkbox"/> Time Commitment	I’ve considered how much time I’ll need for my job search and I’m prepared to commit myself to this.
DOCUMENT	
<input type="checkbox"/> Accordion File	I have an accordion file for storing and organizing all my working documents.
<input type="checkbox"/> Flash Drive	I have a flash drive or other media device for storing and organizing my electronic documents.
<input type="checkbox"/> Job Search Plan	I’ve created a plan and set out SMART objectives for my job search, and I’ll revise it as necessary.
<input type="checkbox"/> Resume & Cover Letter	I’ve collected my previous resumes and cover letters, which will help me when I create new ones.
<input type="checkbox"/> Job Descriptions	I’ve collected my previous job descriptions, which will help me when I create my resume.
<input type="checkbox"/> Performance Reviews	I’ve collected my previous job performance reviews, which will help me when I create my job search plan & resume.
<input type="checkbox"/> Reference List	I’ve created a list of references including their names, titles, coordinates, and their relationship to me. I’ll revise this list as necessary.
<input type="checkbox"/> Network List	I’ve created a list of preliminary contacts (including friends, family, classmates and colleagues) to start building my network.
RESEARCH	
<input type="checkbox"/> Market worth	I’ve researched my market worth and I know what range of compensation would be appropriate for me.
<input type="checkbox"/> Job Types	I’ve researched the types of jobs in which I’m interested.
<input type="checkbox"/> Industries	I’ve researched the industries in which I’m interested.
<input type="checkbox"/> Target Companies	I’ve made a list of and researched the companies I would like to work for. I’ll revise this list as necessary.
<input type="checkbox"/> Information Interviews	I’ve made a list of people I’d like to contact to get information about the types of jobs, companies and industries in which I’m interested.
<input type="checkbox"/> Recruiters/ Search Firms	I’ve researched recruiters and search firms that I’d like to work with during my job search.
<input type="checkbox"/> Job Boards	I’ve researched and made a list of job boards that I’d like to use during my job search.
OTHER	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	