

Following Up 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.

WITH YOURSELF	
<input type="checkbox"/> Check In Regularly	I regularly review commitments made to myself and others.
<input type="checkbox"/> Assess My Performance/Progress	I score my performance against my objectives after key events and at certain milestones. I modify my efforts accordingly.
AFTER THE INTERVIEW	
<input type="checkbox"/> Who To Contact	I know the appropriate people with whom to follow up.
<input type="checkbox"/> When To Follow Up	I will follow up with thank you notes promptly – within 48 hours. I also know when to follow up with next steps.
<input type="checkbox"/> What To Say	I know what to say in my follow up communications. I will be sure to remain positive in my interactions.
<input type="checkbox"/> Be Appropriate	I will not be a pest, and only follow up as agreed upon. I will show the appropriate level of enthusiasm.
WITH YOUR NETWORK	
<input type="checkbox"/> Be Timely	I will follow up with network contacts within 72 hours of a meeting. I also believe it’s better to follow up late than never.
<input type="checkbox"/> Follow Up With References	I keep my references informed of when they are likely to be contacted by potential employers.
<input type="checkbox"/> Keep Promises	If I’ve made commitments, I follow through with them and manage expectations appropriately.
<input type="checkbox"/> Keep Organized	I have a contact management system to document my network activities and keep track of my network contacts.
AFTER YOU’RE HIRED	
<input type="checkbox"/> Thank My Network Contacts	I have taken the time to thank my network contacts who have helped me along the way. I will provide them with my new business contact information.
<input type="checkbox"/> Thank My References	I have taken the time to thank my references for their time and effort in supporting me.
<input type="checkbox"/> Thank My Family & Friends	I have thanked my family and friends for standing by me and supporting me during my job search.
OTHER	
<input type="checkbox"/>	
<input type="checkbox"/>	
<input type="checkbox"/>	