**NAME:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Search Checklist**

1. \_\_\_\_\_ I have considered my **LOCATION**

*(Where is it convenient for me to work in relation to where I live & school?)*

1. \_\_\_\_\_ I have considered my **TRANSPORTATION** options

*(How am I going to get to work in all weather? Personal Vehicle, Bike, Walk, Public Transportation)*

1. \_\_\_\_\_ I have looked for work through **NETWORKING** opportunities.

*(Have I asked friends, family, neighbors etc……about job opportunities?)*

1. \_\_\_\_\_ I have thought about what **TYPE OF WORK** I want and the days/hours I can work

*(Do I know what I want for a work schedule? What do I want to do at work?)*

1. \_\_\_\_\_ I have made a **LIST** of companies/businesses based on my location & transportation

*(Have I looked in my area and determined where to apply?)*

1. \_\_\_\_\_ I have made **FACE to FACE CONTACT** with a Manager at the places on my list to express interest

*(Do I have professional clothes to visit businesses?)*

*(Did I remember to get a business card with the name of the hiring person?)*

1. \_\_\_\_\_ I have completed **APPLICATIONS** to businesses I want to apply to

*(Have I informed the businesses in-person that I completed the application?)*

1. \_\_\_\_\_ I have completed a **RESUME**

*(Did I use the tools available to draft a resume? (Such as Microsoft Templates))*

*(Have I had at least 2 people look at my resume?)*

1. \_\_\_\_\_ I have scheduled an **INTERVIEW**

*(Do I have professional interview clothes?)*

*(Is my resume complete?)*

1. \_\_\_\_\_ I have all my **IMPORTANT DOCUMENTS** ready for the hiring process

*(Do I have my social security number/green card information/, picture Identification and 3 references)*