

CHECKLIST FOR GETTING MORE INTERVIEWS FROM JOB APPLICATIONS

Activity	Check if Complete
I have figured out how much time (minutes to hours) I can give each day to applying for jobs and sending resumes.	
I have a planner and a calendar to help schedule specific, uninterrupted times for job-seeking and applying.	
I have up to 5 search engines for jobs that I will use each time I look for employment opportunities.	
I am checking social media posts for possible job openings each day.	
I have written in my planner to direct-message or email 3 to 5 people each day (people I know – my network) to let them know I am looking for a job. I will be specific with the type of job I am looking for.	
I have figured out what my search radius is – how long I am willing to drive or where I am planning on moving for a new position.	
I have checked my profile picture to make sure my image is friendly and professional.	
My email address is appropriate and professional for jobs and applications.	
I have had at least 3 professionals or people in management positions look at my resume for advice and help.	
I have searched for job fairs nearby to attend. I have calendared 1 to 3 in the next 3 months.	
I have researched proper interview attire on the internet to make sure my wardrobe includes some professional outfits and shoes in case I go on a job fair and get interviewed on the spot.	
<p>I am making contact and connecting with people I know from the past and present to build my network. This includes:</p> <ul style="list-style-type: none"> • Old friends • Past coworkers • Trustworthy family members • Old teachers and professors • Social media contacts • Neighbors • Realtor, insurance agent, contractors you may know, and other people in businesses you frequent. • People at church or non-profit organizations in which I partake 	
I have gone through my social media posts and made sure everything I have posted is appropriate.	
I have written in my planner to research job-seeking strategies, interviewing strategies, application strategies for approximately 15 minutes each day.	
I have obtained 5 letters of recommendation.	
If applying for multiple positions, I have a resume and all pertaining documents saved in a specific folder on my computer for each.	
I have typed my name into at least 3 search engines to make sure what is posted is appropriate.	
I am signing up for classes to either finish my degree or get certificates that will later help me improve my skills.	
I have researched proper email formats and have asked to have my emails reviewed for appearance, structure, and syntax.	