



RESUME-SCRIBES

Quick Checklist – Job Search & Interviewing

Our Quick Checklist is a great beginning reference point for job seekers and professionals who are beginning the journey towards discovering a new employment opportunity. Our quick checklist is a reference source designed to prepare job seekers for the job search and interview process by providing a snap-shot of not only what to expect, but also to serve as a preparation guide for the journey you are about to undertake.

Job Searches:

The value of being proactive in your job search cannot be over-stressed in today's complex and competitive employment market. Being proactive can contribute substantially to the success of your job search.

1. Identify Job Leads
 2. Contact family and friends
 3. Contact previous employers
 4. Contact previous teachers
 5. Visit community resource organizations
 6. Department of Employment Security (also called Department of Employment and Training)
 7. Libraries, universities
 8. Use the Yellow pages telephone book
 9. Attend job fairs
 10. Locate openings on career-related web sites on the Internet
 11. Read newspaper want ads and other sections of papers that advertise job openings
 12. Contact employers for informational interviews
 13. Use connections to talk to someone employed in the same field
 14. Contact Employers
 15. Ask to speak to the person who is responsible for hiring
 16. Introduce yourself, state your interest in obtaining employment, and explain the reason why you have contacted this specific employment setting
 17. Ask about steps for obtaining more information and advancing in the hiring process, e.g., fill out job application, set up a job interview
 18. If there are no openings, inquire about other people and businesses to contact
 19. Thank person for taking the time to talk with you about job opportunities
 20. Keep a record of whom you have contacted, the date, and the outcome
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Preparing for Job Interview(s):

Your well-constructed resume will get you in the door; however, how you perform on the interview will determine whether or not you are extended an employment offer. The interview process is an important step in securing a new opportunity, and with proper preparation you can improve your interviewing technique and consequently, improve your chances of securing a job.

1. Review common employer questions
2. Prepare responses to common employer questions
3. Develop questions to ask employer (e.g., what qualities are you looking for in the person you want to hire?)
4. Prepare statement about what you can offer in the position
5. Rehearse and role play job interviews
6. Contact previous employers for references
7. Secure two forms of identification (e.g., birth certificate, Social Security card, State ID card)
8. Fill out mock job application to have information ready
9. Pick out professional clothes to wear to the interview
10. Know the location of the interview
11. Plan transportation to the interview and time required to get there promptly, allowing time for unexpected delays
12. Prepare a list of questions that you want answered related to:
 - a. Job responsibilities
 - b. Work schedule
 - c. Supervision
 - d. Wages
 - e. Why the position is available
 - f. What are the expectations of the position
13. Ask employer when a hiring decision will be made
14. Remember to thank employer at the end of the interview
15. Send brief thank you letter after the interview
16. Call employer to inquire about whether hiring decision has been made
17. If the position was filled, ask about other people and employers to contact

The job search and interview process can be an extraordinarily stressful situation; however, knowledge of what to expect and/or the process such significantly reduce your stress level. For additional FREE jobseeker and professional resources on the job search and interview process please visit our website at www.resume-scribes.com. We look forward to meeting and working with you to ensure your employment & career wellness.