

# NEW JOB COMPREHENSIVE *checklist*

	TASK	DONE
01	<p><b>Job Search - Preparation</b></p> <p><b>1. Self-Assessment</b></p> <ul style="list-style-type: none"> <li>• Identify your skills, strengths, and areas for development.</li> <li>• Define your career goals and objectives.</li> <li>• Determine the type of job, location and industry you are interested in.</li> </ul> <p><b>2. CV &amp; Cover Letter</b></p> <ul style="list-style-type: none"> <li>• Update your CV with recent work experience, skills, and achievements.</li> <li>• Tailor your CV for different job applications.</li> <li>• Write a personalised cover letter for each application.</li> </ul> <p><b>3. Online Presence</b></p> <ul style="list-style-type: none"> <li>• Update your LinkedIn profile to showcase your skills and experiences.</li> <li>• Clean up your social media profiles.</li> <li>• Create a professional email address if you don't have one.</li> </ul>	<input type="checkbox"/>
02	<p><b>Job Search</b></p> <p><b>4. Research</b></p> <ul style="list-style-type: none"> <li>• Identify potential employers and industries.</li> <li>• Research companies' cultures, values, announcements and job openings.</li> <li>• Network with professionals in your desired field.</li> </ul> <p><b>5. Job Applications</b></p> <ul style="list-style-type: none"> <li>• Use job search engines and company websites to find opportunities.</li> <li>• Set up job alerts for new postings.</li> <li>• Apply to roles daily and keep track of applications and responses.</li> </ul>	<input type="checkbox"/>
03	<p><b>Networking</b></p> <p><b>6. Professional Network</b></p> <ul style="list-style-type: none"> <li>• Reach out to former colleagues, friends, and family for job leads.</li> <li>• Attend industry conferences, workshops, and networking events.</li> <li>• Join professional associations and groups related to your field.</li> </ul> <p><b>7. Informational Interviews</b></p> <ul style="list-style-type: none"> <li>• Request informational interviews with professionals in your desired field.</li> <li>• Prepare questions to learn more about the industry and companies.</li> </ul>	<input type="checkbox"/>

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04	<p><b>Interview Preparation</b></p> <p><b>8. Interview Skills</b></p> <ul style="list-style-type: none"> <li>• Practice common interview questions and answers.</li> <li>• Prepare for behavioural and technical interview questions.</li> <li>• Plan and rehearse your personal pitch &amp; demonstrable achievements.</li> </ul> <p><b>9. Interview Logistics</b></p> <ul style="list-style-type: none"> <li>• Research the company and the interviewers.</li> <li>• Plan your route &amp; logistics for in-person interviews, arrive 5 mins early.</li> <li>• Test your technology for virtual interviews, invest in good lighting.</li> </ul>	<input type="checkbox"/>
05	<p><b>Post-Interview</b></p> <p><b>10. Follow-Up</b></p> <ul style="list-style-type: none"> <li>• Send thank-you emails to interviewers within 24 hours.</li> <li>• Reflect on the interview and note areas for development.</li> </ul> <p><b>11. Evaluation</b></p> <ul style="list-style-type: none"> <li>• Evaluate offers based on salary, benefits, culture, location &amp; challenge.</li> <li>• Negotiate the terms of the job offer if necessary.</li> </ul>	<input type="checkbox"/>
06	<p><b>Congratulations - You got the job!!!!!!</b></p> <p><b>12. Onboarding</b></p> <ul style="list-style-type: none"> <li>• Once you accept the offer, complete any pre-employment paperwork.</li> <li>• Prepare for your first day by planning your commute &amp; what you'll wear.</li> </ul> <p><b>13. Resignation</b></p> <ul style="list-style-type: none"> <li>• If currently employed, write a professional resignation letter.</li> <li>• Provide the necessary notice to your current employer.</li> <li>• Transition your responsibilities and leave on good terms!</li> </ul>	<input type="checkbox"/>
07	<p><b>Ongoing Development</b></p> <p><b>14. Continuous Learning</b></p> <ul style="list-style-type: none"> <li>• Stay up to date with industry trends and skills.</li> <li>• Take advantage of all training offered by your new employer.</li> </ul> <p><b>15. Career Management</b></p> <ul style="list-style-type: none"> <li>• Regularly update your CV &amp; LinkedIn profile.</li> <li>• Continue networking &amp; building professional relationships.</li> </ul>	<input type="checkbox"/>