

PREPARING FOR AN EMPLOYMENT SEARCH CHECKLIST

Preparing for an employment search takes time and focus. Try to stay positive and patient – remember that the search may take time.

Here is a list of things to consider when getting ready to find a job:

- Review your online presence and, if necessary, tidy and update your digital image
- Update your online profiles, especially your LinkedIn profile
- Research the area and potential job markets
- Target your job search to your preferred industries or experience
- Search online for jobs in your field
- Reach out to your network (sometimes jobs are not posted on larger sites and are shared personally instead)
- Update your resume and adjust it as necessary to target each specific application
- Reconnect with your references and let them know you are looking for work
- Once you are ready to go, apply for positions that may be a good fit!