

Work Checklist

By Alex Strickland

- ☐ Evaluate Your Skills
 - ☐ Create a resume or CV
 - ☐ List unpaid or volunteer work
 - ☐ Describe your skills, including those not directly related to past employment or volunteer efforts
 - ☐ Define your areas of strength
 - ☐ Evaluate weaknesses or barriers, and develop ways to combat or overcome them.
- ☐ Plan Ahead
 - ☐ Determine what salary you are going to hold out for
 - ☐ Decide what sort of position you want to hold in five or ten years
 - ☐ Divide your requirements for a job into 'wants' and 'needs'
 - ☐ Take a course if needed to fine tune skill sets or regain certification
 - ☐ Arrange child care, if necessary
- ☐ Find Employment
 - ☐ Contact your local job or workforce center
 - ☐ Check with temporary agencies and hiring agents
 - ☐ Read the local paper to find listed jobs
 - ☐ Check online job finders and employment listings
 - ☐ Send out your resume or CV to prospective employers
 - ☐ Schedule interviews for the best positions offered
- ☐ Interview Tips
 - ☐ Dress appropriately and professionally; remove any facial jewelry
 - ☐ Memorize a list of anticipated questions and answers
 - ☐ Arrive a few minutes early for your interview
 - ☐ Be prepared to answer inquiries about your ability to juggle work and other responsibilities
- ☐ Your First Day Back
 - ☐ Select and press your attire the night before your first day back at work
 - ☐ Prepare a take-along meal or research dining options near your workplace

- ☐ Arrive a few minutes early in order to familiarize yourself with your workspace
- ☐ Ask questions rather than risk mistakes
- ☐ Be proactive, self starting, and motivated