Work Checklist

Created: 12/26/2011

# Tasks:

☐ **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**