

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