

# JOB SEARCH CHECK LIST

## 1. Identify Occupations

- Make a list of your background and experience.
- Review job postings for required skills and knowledge.
- Identify jobs that use your talents.

**Complete items 1-3  
Before starting  
your job search**

## 2. Prepare Materials

- Write/ update CV. Use job postings to fit your skills with their openings.
- Ask friend/ self-shoot a 5-7 minute video CV
- Write cover letters.
- Create application master to use when filling out real applications.

## 3. Identify Employers

- Create list of target employers.
- Ask relatives, friends, etc. to help you look for specific job openings.
- Research/contact employers to get company and job information.
- Use libraries, LinkedIn, newspapers and other sources to find more companies.

## 4. Effectively Use Jobsite

- Update CV on all regional jobsites such as Bayt.com
- Set up Advance job search setting
- Ask colleagues/ supervisors/ instructors to recommend you.

**Complete items 4-5  
EVERY DAY  
of your job search**

## 5. Contact Employers

- Daily scan through job posting on jobsites and online classifieds section.
- Contact companies on your target list (even if they are not advertising openings).
- Go to companies and fill out applications. Fill out applications on line.
- Contact friends and everyone you know to help you in your search.
- Contact recruitment agencies- speak directly to recruiter taking care of particular industry of your interest.

## 6. Plan Your Time

- Get yourself into a routine.
- Make a "To Do" list of everything you'll do to look for a job.
- Spend productive time every day looking for work (goal: at least 5 hours)
- Reward yourself after accomplishing goals.

**Complete items 6-9  
when you have  
interviews**

## 7. Prepare for Interviews

- Research the company.
- Review the job posting, skills listed to be able to match your skills with what they are looking for.
- Practice answering tough interview questions (refer to [Bayt guide](#)).
- Prepare list of questions to ask the company (refer to [Bayt guide](#)).
- Have all the materials ready to go for interview (resumes, references, etc.)

## 8. Go to Interviews

- Dress appropriately and arrive early.
- Be positive and thank interviewer for their time.
- Ask what their time frame is and when you should follow up.

## 9. Evaluate Interviews

- Send a thank you letter within 24 hours.
- Assess what went well and what could have been done better.

## 10. Accept the Job

- Fully understand the job responsibilities, expectations, work hours and salary.
- Every offer is negotiable, what is most important to you.