

Job Search Checklist

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.

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 customized covering letters for different industries/job roles.

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 Google search, newspapers and other sources to find more companies.

4. Effectively Use Jobsite

- Update your CV on leading regional jobsites such as Bayt.com.
- Create an online profile on people.bayt.com.
- Set up Advance job search setting
- Ask colleagues/ supervisors/ instructors to recommend you.

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 online on the company's website.
- 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 on your job search (goal: at least 5 hours)
- Reward yourself after accomplishing goals.

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 for the interview (your CV, reference letters 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.
- Remember every offer is negotiable; ask yourself what is most important to you.

Complete items 1-3 before starting your job search

Complete items 4-5 everyday of your job search

Complete items 6-9 when you have interviews