

JOB SEARCH READY CHECKLIST:

Before you begin applying for jobs, you will want to make sure you are “job search ready” in the event an employer calls and wants to schedule an immediate interview. This checklist is designed to help you feel confident about beginning the job search.

MARKETING MATERIALS

Update your resume, cover letter, and LinkedIn profile.

CLEAN ONLINE PRESENCE

“Google yourself” to see what pops up and make your social media accounts private.

PROFESSIONAL REFERENCES

These should be individuals who can speak to the type of professional you are. Typically, this means colleagues, co-workers, supervisors, or employees. Always be sure to select individuals who have agreed to serve as a reference for you and will speak positively on your behalf.

PROFESSIONAL VOICEMAIL

Make sure your voicemail has a professional outgoing message with your name and space for potential employers to leave voicemails.

TRANSCRIPTS

Often employers ask for official or unofficial transcripts during the interview process. Have a copy or know how to get a copy from Ashford University.

PROFESSIONAL ATTIRE

Have an interview outfit ready to go for any last-minute interviews. Conservative business attire, such as a neutral-colored suit and professional shoes, are best. (Jeans are never an acceptable interview outfit)

COPIES OF RESUME

Have resumes printed out to bring to an interview. Make sure you always have your most recent resume.

PREPARE INTERVIEW QUESTIONS

Have at least three questions ready to ask the hiring manager.

RESEARCH SALARIES

Research common salaries for the job in your location and decide how much you want/need to make. This will help you be prepared to negotiate salary and accept an offer.

PRACTICE INTERVIEWING

Make sure you’re prepared to answer the typical open-ended interview questions like “tell me about yourself” and “where do you see yourself in 5 years?”