



CHECKLIST






# Top tips for job hunting success






The top 10 things every  
job seeker needs to have

# Top tips for job hunting success: the top 10 things every job seeker needs to have

Looking for a job? To make your job hunting a success, make sure you have considered the following 10 items and have a few things, such as your CV, up to date.

	Tasks	Done
1. 	<b>An up to date CV:</b> Recruitment agencies and employers are always interested in your CV. They want to know what your experience, education and expertise is. Put together a CV that really showcases your skills and USPs.	<input type="checkbox"/>
2. 	<b>A tidy wardrobe:</b> Before any interview, plan what you're going to wear. The best outfits are those you feel confident in. Clothes can still be comfortable but make sure they look smart and professional too.	<input type="checkbox"/>
3. 	<b>Knowledge of the company you're applying to:</b> If you get called up for an interview, be sure to research the company you're interviewing with. They will have done their research on you prior to an interview so make sure you do your research on them!	<input type="checkbox"/>
4. 	<b>An idea of what you want:</b> Employers like staff with drive. Have a clear answer to how this job will help you in your career goals. Be sure to have a reason for applying for the position that goes beyond simply taking home a pay packet.	<input type="checkbox"/>
5. 	<b>A dedicated cover letter:</b> While it's ok to have one CV that you send to all potential employers, be sure to tailor each cover letter to the organisation you're applying to. This shows the company you've taken the time to address their position and you're genuinely interested in working for them.	<input type="checkbox"/>

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6. 	<b>Practice interview questions:</b> Google the most frequently asked questions in an interview and prepare your answer for each of them. Get friends and family involved too. After all, practice makes perfect!	<input type="checkbox"/>
7. 	<b>A clean online presence:</b> Potential employees will look you up online. Google yourself first and make sure there is no incriminating evidence. Now is also a good time to clean up your social media accounts.	<input type="checkbox"/>
8. 	<b>Suitable referees:</b> A potential employer will want to speak with your referees for confirmation on what you are like as an employee. Be sure to choose your referees appropriately and inform them on which companies and jobs you are applying for, so a phone call doesn't take them by surprise.	<input type="checkbox"/>
9. 	<b>A question (or two) you want to ask the interviewer:</b> Show some initiative. Don't spend the entire interview answering questions, have some up your sleeve to ask them as well.	<input type="checkbox"/>
10. 	<b>An idea of salary:</b> Determine your salary expectations and ensure they're in line with the position you are applying for, particularly if money is a deal breaker for you.	<input type="checkbox"/>

Ticked all the boxes? You're well prepared to start the job hunt today. **Good luck!**

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