Step 9:
Search Readiness Checklist

Before you begin your outreach:

- ◯ Facebook and other social profiles are locked down for privacy to prevent potential employers from seeing unprofessional posts
- ◯ Profile photos on social media sites are quality images and appropriately professional
- ◯ Resume is proofred by several people
  (consider having your past manager or co-workers review it to provide feedback about what they remember made you great!)
- ◯ References are confirmed, completely documented, and printed
- ◯ Preliminary messages are sent or calls to your entire network are done
- ◯ Outgoing cellphone voicemail message and hold music sound professional
- ◯ Ring-back tones that play music when somebody calls you are turned off
- ◯ Professional sounding email address is established (avoid fluffybunny@joke.com, instead use name@gmail.com or similar). Note that some email providers such as AOL or Yahoo may be more aggressive in blocking mail from automated systems. Consider using an email service that is less likely to block job offers or be sure to check your spam folders and white list all companies you are expecting email from
- ◯ Is it time for a haircut?

Before you go on an interview:

- ◯ Dry clean or purchase at least two good suits ready for interviews (see page 40 for advice on interview attire)
- ◯ Set aside money for babysitters, parking, haircuts, and other interview needs
- ◯ Ensure you can have reliable transportation within a two-hour notice
- ◯ Assemble a list of past employment dates and addresses to make applying easier
- ◯ Try to find current contact information for former managers
- ◯ Get a supply of thank you cards
- ◯ Assemble an interview kit with four copies of your resume, references, and any support documents such as certifications and appraisals

Congratulations! *By completing the exercises to this point, you are already better prepared than half of all job seekers. Keep it up. Your next career step is within your reach.*