

Job Search Checklist



1. Make a plan

- Make a list of top three ideal jobs or industries.** What do you see yourself doing? What does your ideal work environment look like? Who are your top employers?
- Decide your preferred and minimum salary requirements.** Research what the going pay rate is in Hawaii for someone with your experience and skill level.
- Determine your schedule flexibility.** Your availability will determine the types of opportunities you'll be fit for.



3. Apply for jobs

- Set a schedule.** Commit to submitting a set number of new applications every week.
- Keep track of applications.** Document date applied, company name, contact, follow-up dates, and application status.
- Set up job alerts.** Most online job sites will notify you when a job that matches your criteria becomes available.
- Register with a staffing company.** With ALTRES Staffing, one interview gives you access to hundreds of jobs not advertised anywhere else.



5. Prepare for Interviews

- Research the company.** Visit their website and social media to learn about their mission, products/services, company culture, and other relevant information.
- Practice your responses.** Prepare answers to common interview questions, including behavioral questions.
- Prepare questions for the interviewer.** Ask questions to assess whether the company and job is a good fit for you.
- Pick an interview-ready outfit.** Keep the culture of the company in mind. If you're unsure of the dress code, call the company and ask.
- Send a post-interview thank you note.** Send a thank you note to the interviewer via email, preferably on the same day.



2. Get organized

- Create or update your resume.** Add recent experience and only keep information that's relevant to the specific jobs you apply to.
- Compile a list of references.** Get an idea of who will give you a good job reference. Most employers ask for a mix of professional and personal references.
- Clean up your social media profiles.** Don't let last week's party pictures be an employer's first impression of you. Set unprofessional profiles and content to private.



4. Network, network, network

- Tell family and friends you're job hunting.** Sometimes landing a job comes down to who you know.
- Tap into your alumni network.** Your former high school or college alma mater may have career services specifically for alumni.
- Join professional industry organizations.** Meet others in your field who may know of a job opening at their company.



6. Evaluate job offers

- Ask yourself tough questions.** Will you be proud to work for this company? Will you enjoy the work? Does the position support your career goals and lifestyle?
- Consider the total package.** Look beyond salary. Consider everything from benefits and work-life balance to career advancement and work environment.
- Make a decision.** It's okay to decline an offer if the position is not right for you. Just follow-up with the hiring manager in a timely manner.