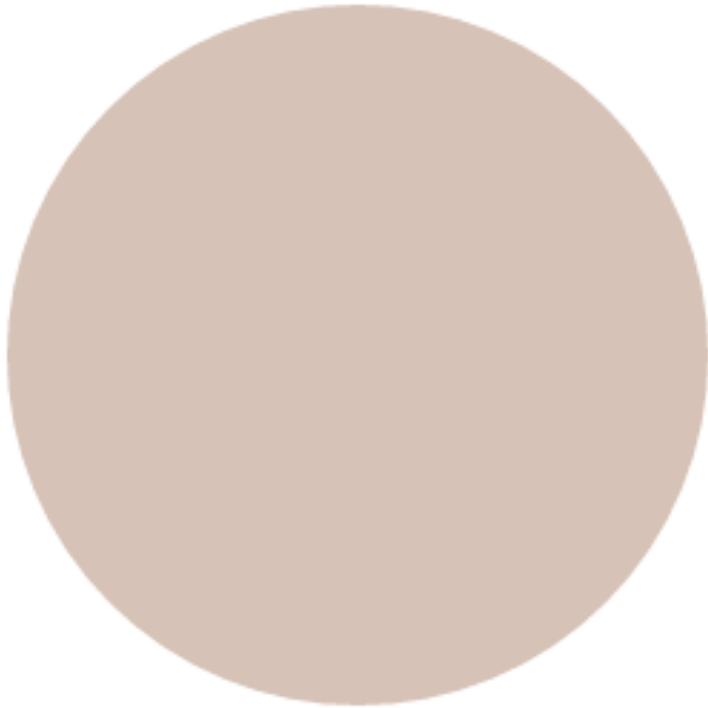


my  
job search  
ready

checklist





## MY 'JOB SEARCH READY' CHECKLIST

Whether you want to re-enter the workforce after time at home with the kids or feel stuck in a position that no longer feels like you, looking for a job can be overwhelming. Between CV's and cover letters, job boards and social media, it's hard to know where to start - and even harder to find the time and energy as a busy mum.

Preparation is key if you want to kick off your job search on the right foot and find work that ticks your career and family boxes. To help you do just that we've developed a checklist that will make sure you have all the bases covered, and are all set to start your search full of chutzpah and confidence!

## MY 'JOB SEARCH READY' CHECKLIST

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1. I have taken a step back and figured out what makes me tick: What my career means to me; what energises and fulfils me: what motivates me at work; the skills and experience I want to use and can offer to prospective employers.
2. I am clear on what I really want in my career at this point of my life, and know exactly what my 'ideal job' looks like.
3. I have set myself a main job search goal and given myself a realistic deadline for finding a new job. Based on this deadline, I have worked out how much time each week I need to spend looking for work and have blocked out these hours in my diary. I know I need to treat this time as 'work' and I have arranged childcare for it if I need to.
4. I have broken down my job search goal into manageable mini goals, and have 'chunked down' these mini-goals into achievable action steps with realistic dates by which I want to complete them by.
5. I know how much of my time I will spend on each job search activity and how I will approach each one. (Note, we recommend setting aside 50% of your job search time for networking, 25% for material preparation and the application process, 15% for online research, and 5% or less on job board sites).
6. I have made a list of my key skills (including my transferable skills), strengths, experience and attributes. This will help me develop my job search materials (CV, cover letter and LinkedIn profile) and to easily identify which positions I would be a good candidate when I'm applying for jobs.
7. I have created an Employer Target List - a list of 25 or so employers for whom I would like to work, and have researched them thoroughly. This list will allow me to identify job openings before other candidates and help me focus my networking efforts.

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8. I have my solid references (and their permission) in order, plus accurate contact information for my references.
9. I am open and ready to say “yes!” to new networking experiences and opportunities. I remember, it’s not what I know, it’s who I know!
10. I have identified the people who may be able to help me with my job search - for example, well-connected friends who may have useful contacts, old colleagues who could write a reference for me, or a coach to help me overcome obstacles and pinpoint the areas to concentrate on.
11. I know the next steps I need to take in the job search process, including writing or updating my job search documents and re-activating/ building my online and offline network.
12. I know that even successful job searches will have set backs, so I will try not to become disheartened if I don’t see results straight away. Instead, I will focus on the steps I am making towards my end goal and believe in my abilities to get there.

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*Work Happy Mums is the go-to resource for return-to-work professional women and career advancers. We help women get clarity on what they really want from their career after having children, enhance their skills, rebuild their professional confidence, and successfully navigate career and family to be the best they can be at work and at home.*

*Visit [Work Happy Mums](#) to find out more about us, and [get in touch](#) today to schedule your complimentary Career Assessment to see how we can support you on your back-to-work journey and beyond. We’re with you every step of the way!*

*Best wishes,  
Melanie Fieseler*

*Director, Work Happy Mums*