

YOUR JOB HUNTING CHECKLIST

The background of the image is a large, light-colored clock face. Two miniature figures in business suits are standing on the clock face. One figure is wearing a light blue suit and the other is wearing a dark grey suit. They are positioned in the middle ground, with the clock's hands and tick marks visible around them. The overall scene suggests a time-related or career-related theme.

STAFF DEPOT

Your Job Hunting Checklist



You've got a lot on your mind when you're looking for your next employer, so we've created your job hunting checklist!

Clean Up your Social Media

Many hiring managers will do a quick search on you to see what appears online – including on social media. Make sure you aren't leaving the wrong impression.

First and foremost, lock down your security settings so they aren't public. In other words, you want only those connected to you to be able to see your posts. However, you're not out of the woods yet. Your profile picture will still show up in a public search. Be sure to take a look and make sure it's appropriate. If it's not, now is the time to change it.

If you've gotten yourself into a Twitter spat, now is the time to start deleting those tweets.

Clear out your Voicemails

It's understandable if you're not able to take a recruiter's call at any time of the day. But make sure you have space in your voicemail box for them to leave you a message. When they do, call back as soon as you are able to. A good rule of thumb is to return calls within one business day.

If you haven't listened to your outgoing voicemail message in a while, give it a listen and make sure it's professional. A good script to follow is, "Thank you for calling (name or phone number). I am unable to take your call at this time. Please leave a message and I will return your call as soon as I am able."

Get a Professional Email Address

Many search engine companies provide email addresses free of charge. Gmail is a popular service. If possible, get an email address that is your first and last name. Many people use a period in between their first and last names. If you have a common name, you may have to include a middle initial or add a number. If this is the case, be careful not to use your birth date or other sensitive information that would help a would-be hacker from attacking your account.

Most of all, you don't want to use an address that is too cute. While you may be the biggest Cowboys fan on the planet, CowboysFan1234 isn't the most professional email address.

Create or Brush up your Resume

While not all jobs require you to have a resume, it can never hurt to have one at the ready. There is nothing worse than having to do one at the last minute. You'll rarely do yourself justice when you're rushed.

If it's been a while since you've updated your resume, take a look now and spiff it up. Many employers use something called an Applicant Tracking System (often called an ATS). It's important to include keywords and format your resume properly for an ATS. Need advice? Check out our guide on .

Talk to your References

Line up a list of people who know you both personally and professionally who are willing to say a good word about you to future employers. Have their names, phone numbers, addresses and email addresses written down so you can find them quickly when asked.

It's common courtesy to let a reference know when you have given their information to a prospective employer.

Follow this easy job hunting checklist and be sure to give us a call when you're searching for your next job. Our recruiters are happy to spend time with you and discuss the current employment opportunities we have available.

A close-up, slightly blurred background of a spiral-bound notebook. The metal spiral binding is on the left side, and the pages are visible on the right. The text is overlaid on the right side of the notebook.

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