

JOBSEEKER'S CHECKLIST

- Attitude**
Adopt a good one that sees you approaching the present and the future cheerfully and optimistically. Be pleasant, polite and always respectful. Find enjoyable ways to put yourself in a positive frame of mind.
- The Job Search**
Consider all occupations that you think you might like and be good at. Find out what qualifications are needed for the ones you have in mind, then decide if it is possible for you to get them. Treat every job you apply for as if it will eventually lead to something much better.
- Lifestyle Changes**
When you get a job, it will cause major changes to your normal routine. Test this out beforehand to decide how to cope with the new situation.
- What Do Employers Expect?**
Consider the industry and the company that you intend to join, then try to imagine the kind of person you would want if you were in the boss's shoes.
- In The Meantime**
While you are searching for the right job, enrol in a pertinent course, or do some voluntary work. This will give you not only qualifications and some current references, but will also provide an idea of how full-time work is going to affect your present routine.
- Your Initial Application**
Whether by phone, in person, or in writing, get into the right frame of mind before you start. Your mood and attitude will be reflected in your words and tone of voice. You need to come across as a genuine, pleasant person who will be an asset to the team.
- People In The Loop**
Treat everyone you come in contact with as if they will have a say in your suitability. Doorman, receptionist, even the nobody in the elevator – that could be your prospective employer.
- Before The Interview**
Research the company, the industry and gather as much information as you can about the products and services they provide. You are offering to join them and you need to know something about the business they are in.
- The Day Of The Interview**
Be punctual, dress appropriately and behave like the winner that you are. And relax. You are the best one for the job, so project that with everything you do and say. Don't let yourself be intimidated. Maintain eye contact, especially when they are talking to you, and always be respectful. Remain calm and avoid getting rattled.

For more detailed information on this subject, go to Focus F04 on the WEBSITE

