

# EMPLOYMENT CHECKLIST

## EMPLOYED

- Be proactive in your work, give extra effort, become visible
- Get more education and training
- Know economic, industry, and company conditions so you can anticipate layoffs
- Keep copy of contact list at home
- Become active in professional associations
- Prepare resume and keep it current
- Write down examples of projects and accomplishments
- Keep copies of performance evaluations at home
- Establish networking contacts
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## UNEMPLOYED

- Notify quorum/auxiliary leader and home teachers of job need
- Reduce unnecessary expenses and prepare for the long haul
- Work with job coach to create personal action plan
- Meet weekly with job coach to review progress and receive guidance
- Work with ward employment specialist to create resume
- Work with ward employment specialist to enter profile on [www.ldsjobs.org](http://www.ldsjobs.org), search job postings, and apply online
- Customize resume for each job
  - respond to requirements
  - match goal & experience to job
- Get resume feedback from networking contacts
- Apply for unemployment
- Arrange for documented recommendations
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## INTERVIEWING

- Prepare and practice stories of past tasks/projects
- Practice interviewing
- Research the company
- Prepare questions you will ask during the interview
- Dress professionally
- Make eye contact and give a firm handshake
- Give specific examples from your past in response to interview questions
- Send hand-written thank you note to interviewer after the interview
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