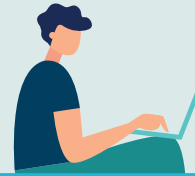


JOB SEARCH PREPARATORY KIT

Look through the checklist below. Have you considered what you need for your job search? Check the respective boxes and your Career Coach will provide samples and guidance.

Establish your elevator pitch

Build a concise and short introduction of your professional self and value proposition.



JOB PREPARATION



Company, industry or occupation brief

Prepare a document brief to track and reference your targeted employers' growth and development.

Personal branding

Demonstrate your value proposition and leave a positive impression.

Training and upgrading options

Explore and shortlist training options or courses to bring your skills and knowledge to the next level.



JOB SEARCH

Upcoming events

Research and track upcoming events useful to your job search and career development.

Social media setup

Set up your LinkedIn, Facebook and/or other social media accounts.
Set up a YouTube account (for visume or to showcase your work/presentation).

Identify sources of job vacancies

Get up-to-date information about online job search portals or offline tools.

Networking resources and skills

List the people or links that you can get help, advice and information from, and the skills for job search that you will need.



JOB INTERVIEW

Resume, cover letter and visume construction

Identify your core competencies and professional achievements.
Learn how to write resumes.
Customise your resume for specific positions.

Interview management

Practise top interview questions.
Craft and rehearse your answers.
Learn negotiation techniques.
Learn how to dress professionally.

Interview role-play for effectiveness

Practise in various interview settings (1-1, group, video call, phone, phone conferencing, stress or competency-based interview).
Learn interview behaviours.

Work with your Career Coach to achieve your goals!

