

If Your Job Was Eliminated Tomorrow, Would You Be Prepared?

Here's a checklist of 20 things you might consider:

- ☐ 1. Are you clear in your own mind, and can you describe to someone else, the sort of job you would be looking for?
- ☐ 2. Do you have some money set aside or could you trim your family budget so you could stay afloat for three or even six months while you found another job?
- ☐ 3. Are your skills up-to-date and marketable? Might this be the time to do some additional training?
- ☐ 4. If somebody asked you how your skills could be transferred to another job or industry, could you answer that question?
- ☐ 5. Can you describe the type of organization you would like to work for?
- ☐ 6. Is your resume up-to-date, including your current job?
- ☐ 7. Do you know how to write a cover letter that clearly conveys how you are qualified for a particular job?
- ☐ 8. Do you have a list of references, including their up-to-date contact information, ready to go?
- ☐ 9. Do you have an established social media presence, particularly with LinkedIn and Twitter, and do you actively participate with discussions and posts?

- ☐ 10. Do you have a well-developed network of contacts that you could immediately tap into?
- ☐ 11. Are you already a member of any professional or business associations to help with your networking?
- ☐ 12. Are you familiar with online job boards and how they work?
- ☐ 13. Do you know the recruiters in your area and their particular fields of expertise?
- ☐ 14. Would you be comfortable making cold calls to employers you might like to work for but may not know?
- ☐ 15. Are your interviewing skills well-polished? Are you prepared to answer difficult interview questions?
- ☐ 16. Do you know the technique for making a strong and favourable first impression in an interview?
- ☐ 17. Do you know the types of questions you can ask in an interview and the ones that will most impress the interviewer?
- ☐ 18. Can you confidently state your salary expectations and support this with credible external research for comparison?
- ☐ 19. Do you exercise regularly and live a healthy lifestyle? Are there other personal habits you can develop to help you through a stressful and perhaps prolonged job search.
- ☐ 20. And lastly, do you look good? Is your wardrobe and overall appearance appropriate for your age and industry?