

# Career Ready “In-processing” Checklist

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## Target Research

- I have identified my career job title as: \_\_\_\_\_
- I have identified the top 3 companies that I want to work for by name
- I have identified the name(s) of the person(s) most likely to hire me in those companies
- I researched the top challenges faced by these companies/industries
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## Connect

- I have identified the top 2 industry associations with local chapters in my area
- I have identified the top 2 professional associations with local chapters in my area
- I am prepared/able to attend events hosted by these 4 organizations
- I use LinkedIn/Facebook/Twitter to share interests with others
- I have identified a cause or group I am personally passionate about volunteering for
- I have read the book “The 20 Minute Networking Meeting”
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## Prepare

- My resume has been critiqued by a minimum of 3 different people
- I know how to modify my resume for each job posting
- I know what is appropriate/inappropriate interview attire for my ideal job
- I have practiced answering behavioral interview questions (3 mock interviews)
- I have a documented list of my career accomplishments (3 – 4 per job)
- I have at least 3 written recommendations from my supervisor, peers and others
- I have 3 to 5 people who agreed to be references, and their contact info on one page
- I have several thank you note cards, for interviews and informational interviews
- I have access to Zoom or appropriate video conference tool for interviews
- I have access to a phone for phone interviews
- I have a resume visible on Minnesota Works <http://www.minnesotaworks.net>
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