

Job Hunting Checklist

This is your step-by-step guide to finding and securing your next role. You won't need to do everything on this list each time you apply, but use it as a general guide to keep your job hunt on track.

Before You Start

- ☐ Decide what type of role you want
- ☐ Determine your salary / hourly rate expectations
- ☐ List your key skills and strengths
- ☐ Create a target employer list (if applicable)
- ☐ Gather your referees - ask them if they're happy to be listed as a reference

CV Preparation

- ☐ Update your work history and include dates for all jobs
- ☐ Add measurable achievements where possible (e.g. "managed a team of 6", "reduced errors by 20%")
- ☐ Include qualifications, licences, and certifications
- ☐ Explain any gaps in employment
- ☐ Proofread carefully - no spelling mistakes
- ☐ Save as a PDF and label it correctly (e.g. Firstname Lastname – CV)

LinkedIn Optimisation

- ☐ Professional profile photo - clear, recent, and friendly
- ☐ Strong headline that reflects the type of role you're looking for
- ☐ Update your About section with a short summary of your background and what you're after
- ☐ Turn on Open to Work (only if you're comfortable with your current employer knowing you're looking)
- ☐ Connect with recruiters in your industry

Job Search Activity

- ☐ Check job boards daily (Seek, Indeed, Trade Me Jobs)
- ☐ Search company career pages directly
- ☐ Register with and contact recruiters
- ☐ Track every application using your Job Application Tracker
- ☐ Follow up on applications after 5–7 working days

Application Checklist

- ☐ Tailor your CV to the specific role
- ☐ Write or adapt your cover letter for the role and company
- ☐ Research the company before applying
- ☐ Double-check attachments are included and correctly labelled
- ☐ Submit your application

Interview Preparation

- ☐ Research the company - their services, values, and recent news
- ☐ Prepare 3–4 achievement examples using the STAR method (see our STAR Method Guide)
- ☐ Practise answers to common interview questions (see our Interview Questions Guide)
- ☐ Prepare questions to ask the interviewer
- ☐ Confirm interview logistics - time, location or video link, who you're meeting

Job Offer Review

- ☐ Review the salary or pay package
- ☐ Review any benefits (e.g. leave entitlements, allowances, flexibility)
- ☐ Read the employment agreement carefully before signing
- ☐ Clarify any questions with the employer or recruiter
- ☐ Confirm your start date

Success Habits

Job hunting can be tough. Structure and consistency are what get results. Here are some habits that make a real difference:

- ☐ Set daily application goals and stick to them
- ☐ Follow up on opportunities promptly - don't wait too long to find out where your application is at
- ☐ Keep building your skills while you search
- ☐ Grow your professional network - many roles are filled through connections
- ☐ Stay positive during setbacks - every application is practice
- ☐ Stay consistent - a steady pace beats a burst of effort followed by burnout

The best candidates are not always the most qualified. Often they are the most prepared, proactive and persistent.