



# THE JOB SEARCH CHECKLIST

## TOOLS & ROUTINES

- Use a notebook or job search log to **track your applications**, including logins, passwords, and next steps. [Example template](#).
- **Create a personal email address**. Keep it professional. Avoid including personal information in your email address (like date of birth).
- Have someone you trust **review the legal sections** of your application with you, such as:
  - Terms and Conditions
  - Privacy Policy
- Be prepared to **provide a cell phone number**. Applicants may be asked to let potential employers contact them by text.
- **Create a resume**. Choose a format that highlights your skills.
- Prepare the **documents needed to complete your I-9 form**, if hired. [Here is a link to acceptable documents](#). The VADMV also issues legal identification; learn more about how to obtain an adult ID [here](#).
- Search and **apply to jobs daily**.
- **Apply to multiple jobs** and a variety of jobs. Not every job application will work out. Finding a job takes time.
- **Follow up on your applications** by checking your email, completing next steps, and checking in with the employer.





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## INTERVIEW TIPS & ETIQUETTE

- Practice answering common interview questions.** Be ready to answer the question, "Tell me about yourself."
- Learn about the place you are interviewing with.** Be ready to say why you are interested in working there. Prepare a couple of questions to ask about the place or the job you applied to.
- Plan ahead. **Arrange reliable transportation** and give yourself plenty of time to get there.
- Send a thank you email** to the interviewer after you meet.



## THE OFFER & ONBOARDING

- If you receive a job offer, **be sure to respond** and let the employer know whether or not you want the job.
- Be prepared to complete a lot of paperwork** and keep track of deadlines. This paperwork might be given to you in person or you might be asked to complete it online.
- Present your documents needed to **complete your I-9 form**.
- Ask someone you trust to help you **complete the tax forms**.
- Think about whether or not you want to disclose your disability and/or ask for accommodations at work.** These conversations should be held with Human Resources (HR); they will let you know what documentation they need. For information about your rights in the workplace, check out the [disAbility Law Center of Virginia](#).

