



Tom's Career Campaign Checklist

- Know thyself (complete a career assessment or two)
- Be able to communicate specifically what you are looking to do
- Review resume/LinkedIn profiles
- Align resume/LinkedIn with job expectations (descriptions)
- Research and follow organizations for culture fit/open opportunities
- Prepare interesting career stories about your achievements
- Practice for screening interviews (different than formal interviews)
- Rehearse/receive feedback from responses to anticipated behavioral interview questions
- Practice/win the non-verbal interview
- Research interviewing organization
- Ask informed questions when/if prompted by interviewer
- Prepare for the salary expectations questions (your value in the marketplace)
- Summarize the value you bring to the organization
- Construct/update contact log with dates for follow-up items
- Utilize SMART goal sheet