



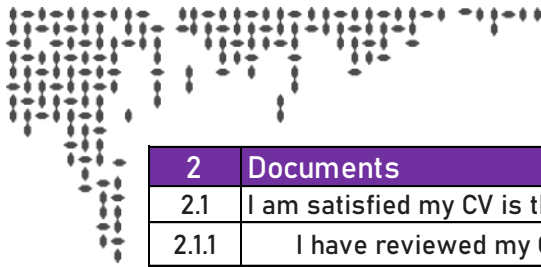
## Employability Check List

Use the following Check List to ensure you are well placed to gain employment opportunity

1. Using the following scale, rate where you believe you are for each question
2. Create action to move all your responses to Strongly Agree or Agree.

SA = Strongly Agree | A = Agree | NAND = Neither Agree nor Disagree | D = Disagree | SD = Strongly Disagree

1	Self Awareness / Skills Analysis	SA	A	NAND	D	SD
1.1	I regularly review job advertisements and have compiled a list of the required coding skills and transferable skills for the types of jobs I am interested in					
1.1.1	I have critically analyzed my own skills and have identified where any gaps might exist between my own skills and those required for the jobs I am interested in					
1.1.2	I have created a Skills Development Plan to resolve (or reduce) the identified skills gaps					
1.1.3	I am actively working on the actions identified in my Skills Development Plan to close the skills gaps					
1.2	I have an up to date Log Book / Learning Portfolio identifying what I am currently learning, and what I have learned at 42 Abu Dhabi.					
1.3	I have specific examples I can use to demonstrate the transferable skills I have acquired, e.g:					
1.3.1	Leadership					
1.3.2	Project Planning & Project Management					
1.3.3	Seld Organization and Time Management					
1.3.4	Teamwork / Collaboration					
1.3.5	Effective Communication					
1.3.6	Emotional Intelligence					
1.3.7	Self-Starter					
1.3.8	Problem Solving					
1.3.9	Creativity					
1.3.10	Dealing with Setback					
1.3.11	Emotional Intelligence					
1.4	I have specific examples I can use to demonstrate my capabilities as a software developer, e.g:					
1.4.1	I can describe my coding skills (with examples)					
1.4.2	I can describe the software development lifecycle (with examples)					
1.4.3	I can describe software development protocols (with examples)					
1.4.4	I can describe software testing regimes (with examples)					



2	Documents	SA	A	NAND	D	SD
2.1	I am satisfied my CV is the best it can be					
2.1.1	I have reviewed my CV against the CV Check List, and have made all needed edits/corrections					
2.1.2	I have shared my CV to two or more peers for their review against the CV Check List, and have made all needed edits / corrections					
2.1.3	I have had my CV reviewed by a member of 42 Abu Dhabi staff, and have made all needed edits / corrections					
2.2	My LinkedIn profile is up-to-date and conveys my strengths, skills and professional interests					
2.2.1	I am active in LinkedIn. I create posts, offer comments on posts of others', and make meaningful connections					
2.3	I have prepared a generic Covering Letter to use as a possible 'template' for job applications					
2.3.1	I recognize there is a need to make the generic Covering Letter unique to each role I apply to					

3	Preparation	SA	A	NAND	D	SD
3.1	I have read and understood the Interview Preparation document					
3.2	I have rehearsed my responses to the example interview questions					
3.3	I have participated in Mock Interviews					

4	When selected for an interview	SA	A	NAND	D	SD
4.1	I have emailed/ telephoned to confirm my attendance at the interview					
4.2	I have researched (thoroughly) the company and can describe the work they do and the sector they operate in					
4.3	I have reviewed (thoroughly) the job description (and any associated documents) and can describe how my experience and skills match the requirements					
4.4	I have planned how to get to the interview so that I arrive in good time. Typically 30 minutes before the scheduled interview time					
4.5	I know exactly where to go for the interview (location, building, room number)					
4.6	I have appropriate interview attire					
4.7	I have identified one or two questions I would like to ask (if presented with an opportunity) at the end of the interview					

5	A few days after the interview	SA	A	NAND	D	SD
5.1	I have emailed the company thanking them for the opportunity to discuss my skills and my potential alignment with the requirements of the vacancy					
5.2	If unsuccessful, I have emailed the company asking for feedback, and to let them know I am keen to learn from the interview experience and help ensure every interview is a learning opportunity to enhance your employability (and opportunity to gain employment)					