

## CAREER CHECKLIST – 20 POINTS

Name: SMITH DIAS

This checklist is your self-assessment on how ready you feel you are to get started in your relevant career. Check the boxes **only** if the answer is YES.



### STAGE 1 - DETERMINING INTEREST, FOCUS & VALUES

☐–☐ Do I know what positions I'm interested in?

If yes, please specify your target Job Title/s: Full Stack Developer / Backend Developer / Data Engineer

- ☐ Reviewing my personal interests, skills, values and competencies, my unique value proposition to prospective employers is: *(Why should we hire you?)*  
*(Examples: <https://careersidekick.com/what-sets-you-apart/>)*

I have strong proficiency in the MERN stack, with experience in building and deploying scalable applications. I excel at tackling challenges efficiently and developing solutions for real-world problems. Additionally, my hands-on experience with real-world projects and ability to quickly adapt to new technologies make me a valuable asset to your team.

### STAGE 2 – PLANNING AND RESEARCHING

☐–☐ Do I have a good perspective of the current job market? (job openings)

☐–☐ Do I know what employers are asking for?

My Years of Experience: 1 year (if no working experience, please specify academic experience)

My Education: Computer Science Engineering / Post Graduate in Information Technology

My Technical Skills: Full Stack Development / Backend Development / Devops and Data Engineering

☐–☐ Do I know what I am worth in the current marketplace?

My Worth \$55,000 – \$75,000 CAD

☐–☐ I have researched the market and developed a target list of roles, companies and industries.

### STAGE 3 - CREATING YOUR MARKETING MATERIALS AND ONLINE BRAND

☐–☐ I have developed a strong resume

☐–☐ I know how to create strong cover letters, targeted resumes and thank you letters

☐–☐ I have developed a professional virtual brand e.g. LinkedIn profile and will keep it updated

### STAGE 4 - NETWORKING & BUILDING RELEVANT CONTACTS

Network strategically, not just with those who're in the position to hire, but those who can give you valuable information about the industry / organization

☐–☐ I have developed my master networking list and update it regularly

☐ ☐ I have reached out to my contacts and let them specifically know what I'm looking for

☐–☐ I have compiled a list of recruiters in my field

☐–☐ I have thought of innovative ways to build my network

☐ ☐ I have developed a list of professional references and have reached out to them

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## STAGE 5 - INTERVIEWING

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**Interviewing for a position under the job title mentioned in Stage 1:**

- ☐—☐ I know which personal strengths, weaknesses and differentiating factors I'll use for this interview
- ☐—☐ I know how to leverage my network for information about the company and individual I'm interviewing with
- ☐—☐ I have refined my Credible Introduction for this role
- ☐—☐ I have developed strong STAR stories for this interview
- ☐ ☐ I have developed strong questions for the interviewer

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## FINAL COMMENTS:

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**Based on your self-assessment above; do you feel ready to start your job search process?**

- ☐—☐ Yes
- ☐ No

**If No, what would be some topics we can cover in our sessions, post reviewing the Critical Path, that might help you?**