# 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/***](https://careersidekick.com/what-sets-you-apart/) ***)***

# 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:\_\_\_\_\_\_1year\_\_\_\_\_\_\_\_\_ (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

# Stage 5 - Interviewing

**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

# Final Comments:

**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?**