Techie's Guide to Getting Hired
Checklists from all 5 Sessions

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Personal Branding Checklist

Be aware of how you portray yourself to employers through these:

- Email
- Phone
- Social Presence
- Resume
- Virtual Meetings
- In-person Meetings

Ways you present yourself professionally directly to employers:

- 30-second Elevator Pitch
- Grooming, Attire, and Hygiene
- Attitude and Mindset

Professional Etiquette Checklist

- Competence/Knowledge
- Reliability
- Honest/Respectful
- Ability to take initiative
- Positive mindset
- Supportive team player
- Focused/Diligent

- Strong listening skills
- Confident
- Self-aware
- Strategic
- Ability to think holistically
- Passionate
- Uses body language properly

Session 2

Manage Your Job Pursuit Checklist

Define your career plan

Prepare your application documents in advance

Organize your job search
- Track your applications
- File your custom resumes

Surf job sites for more than open positions

Be mindful that potential job leads can be anywhere

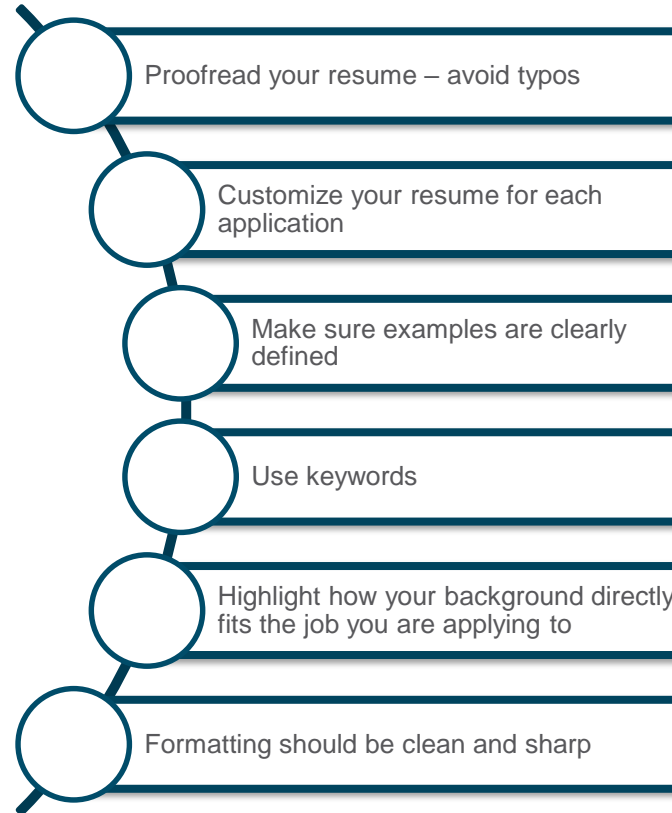Look and act professional – always

Do your homework

Customize your applications

Demonstrate you want the job

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Session 3

Build Your Tech Resume Checklist

Brand Yourself – uniquely

Focal points on your resume:
• Career Summary, Education, Work Experience

Highlight Accomplishments and Quantify results

Keep focus on hard facts
• What skills do you bring to the table

Job titles should be clearly understood

Be concise and to-the-point
• Keep your resume as short as possible

Proofread your resume – avoid typos

Customize your resume for each application

Make sure examples are clearly defined

Use keywords

Highlight how your background directly fits the job you are applying to

Formatting should be clean and sharp

Session 4

How to Impress During Your Interviews Checklist

Before the Interview:

- Be prepared
- Have a plan – know how you will achieve your goals
- Have your elevator pitch ready
- Prepare a story or two that showcase your experiences and achievements
- Know your resume and be able to speak about items listed
- Be comfortable explaining your troubleshooting process – problem solving
- Know why you want to work for the company

During the Interview:

- Be confident—not arrogant, and believe in yourself
- Be authentic and honest
- Know when to talk and when to stop talking
- Be presentable
- Ask questions to every person who interviews you
- Follow up after the interview with a Thank You message

Session 5