

## YOUR JOB-SEARCH WORKSHEET

# Your 10 Ideal Employers Checklist

A simple, step-by-step way to find your first job after finishing your trade, TAFE, vocational or university qualification – by choosing the companies you want to work for, instead of waiting for a job ad.

## 1 Know What Type of Job You're Looking For

You don't need your whole career mapped out – just a starting point aligned with what you've trained or studied to do.

I know the type of entry-level role I'm looking for: \_\_\_\_\_

## 2 Find Your 10 Ideal Employers COMPANIES YOU'D GENUINELY LIKE TO WORK FOR

Think about the industries that interest you, then use LinkedIn and Google to find businesses in those industries. Companies you already know, major employers, local businesses or ones you've discovered while researching all count.

| #  | COMPANY | INDUSTRY | WHY I'D LIKE TO WORK THERE |
|----|---------|----------|----------------------------|
| 1  |         |          |                            |
| 2  |         |          |                            |
| 3  |         |          |                            |
| 4  |         |          |                            |
| 5  |         |          |                            |
| 6  |         |          |                            |
| 7  |         |          |                            |
| 8  |         |          |                            |
| 9  |         |          |                            |
| 10 |         |          |                            |

### 3 Find the Right People

3-5 PEOPLE PER COMPANY

For each company, look at who works there on LinkedIn. Aim to identify a senior leader (Owner, MD, GM or CEO) and the manager who runs the area you'd expect to work in.

- ☐ I've identified a senior leader at each company (Owner / MD / GM / CEO)
- ☐ I've identified a manager in the department I want to join
- ☐ I've identified 3-5 relevant people in total at each company

### 4 Learn a Little About Each Company

- ☐ Reviewed the company website
- ☐ Reviewed the company LinkedIn page
- ☐ Looked at the LinkedIn profiles of the people I identified
- ☐ I understand what the company does and where I might fit

### 5 Make Sure You're Ready to Be Found

Before reaching out, make sure your own information is current.

- ☐ LinkedIn profile is up to date – who I am, what I've studied/trained in, experience, skills and the type of work I want
- ☐ LinkedIn profile includes what I do have – apprenticeship, work placement, part-time job, projects, volunteering, licences or tickets
- ☐ A simple, current CV is ready to send

### 6 Start Making Connections

Don't open with "have you got any jobs?" Explain what you're doing and start a genuine conversation.

- ☐ Sent a connection request with a short note explaining what I'm doing
- ☐ Asked how they got started, what they enjoy about working there, and what entry-level roles the company normally has

#### SAY SOMETHING LIKE

*"I'm researching companies I'd like to work for in the [industry] industry and came across your company. I'm just starting my career and was interested in learning a little more about what it's like to work there."*

## 7 Ask About Opportunities

Once you know more about a company and have made some connections, ask directly but keep it simple.

- ☐ Asked whether the company takes on graduates, apprentices or juniors, or has similar opportunities coming up

### SAY SOMETHING LIKE

*"I've recently completed my [qualification] and I'm looking for an entry-level role. I've been researching companies in the industry and your company is one I'd be very interested in working for. I wanted to ask whether you take on [graduates / newly qualified staff] or have similar opportunities coming up."*

## 8 Keep Track of Your Progress

REVIEW THIS ONCE A WEEK

Your goal isn't the number of applications you send. It's gradually moving each company from "I know who they are" to "They know who I am."

| COMPANY | CONNECTED | SPOKEN WITH | OPPORTUNITY IDENTIFIED | APPLIED | INTERVIEW |
|---------|-----------|-------------|------------------------|---------|-----------|
| 1.      |           |             |                        |         |           |
| 2.      |           |             |                        |         |           |
| 3.      |           |             |                        |         |           |
| 4.      |           |             |                        |         |           |
| 5.      |           |             |                        |         |           |
| 6.      |           |             |                        |         |           |
| 7.      |           |             |                        |         |           |
| 8.      |           |             |                        |         |           |
| 9.      |           |             |                        |         |           |
| 10.     |           |             |                        |         |           |

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## Why Ten?

Some companies won't respond. Some won't have opportunities right now. Some might say come back in three months. One might introduce you to somebody else. Another might have a role coming up that hasn't even been advertised yet.

### That's why you have 10.

Job websites should still be part of your job search — they just don't have to be your entire job search.

Choose your industries

Choose 10 companies

Find the people

Learn about the business

Make connections

Ask questions

Then ask about opportunities