

The Keepmeposted Grad Checklist

Ready, set, apply...

- Set up a designated workspace
- Set personal career goals
- Research your career path
- Research job descriptions of roles you are after
- Google helpful resources
- Update your LinkedIn profile
- Sign up to **Keepmeposted.com.mt**
- Build your main CV and portfolio
- Adapt your CV per application
- Collect references
- Ask your mentors about career paths in your field
- Discover **Maltasalary.com**
- Practise your skills as you wait

Pre-interview

- Research interview questions
- Perform a salary check for the role/s you applied for
- Research the company
- Highlight questions you may have about the role
- Be prepared for impromptu phone interviews

During the interview

- You're not the only one being interviewed, ask away.
- Gauge whether you really want to work for the company
- Be prepared to talk money
- Ask about your potential career path within the company
- Go through the skills mentioned in your CV and highlight how they can be applied to the role
- Now's the time to ask any questions you may have about the company
- Clarify any questions they may have about your CV

Post-interview

- The follow-up email is the best kept secret
- Use the follow-up as an opportunity to ask for feedback
- If you've been made an offer, go through the contract and revert back with questions
- If you've been rejected, don't fret; email back asking for feedback
- In the meantime, keep applying as the process may sometimes take months

Go where
the jobs are.

