



Career Readiness Checklist

Welcome

Success doesn't happen by accident—it happens through preparation.

At Q&Q Staffing & Consulting, we believe confidence comes from being prepared before opportunity arrives.

Use this checklist to ensure you're ready for your next career opportunity.

Professional Branding

Resume

- ☐ Resume updated within the last 30 days
- ☐ No spelling or grammar errors
- ☐ Accomplishments highlighted
- ☐ Contact information verified
- ☐ Saved as PDF

LinkedIn

- ☐ Professional profile photo
- ☐ Updated headline
- ☐ Strong "About" section
- ☐ Current experience
- ☐ Skills updated
- ☐ Open to Work settings reviewed (if desired)

Professional Email

- ☐ Professional email address
 - ☐ Voicemail greeting updated
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Interview Readiness

- ☐ Company researched
 - ☐ Job description reviewed
 - ☐ STAR stories prepared
 - ☐ Interview questions practiced
 - ☐ Questions prepared for interviewer
 - ☐ Salary expectations determined
 - ☐ References available
 - ☐ Thank-you email ready
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Technology Check

For Virtual Interviews

- ☐ Camera tested
 - ☐ Microphone tested
 - ☐ Internet connection confirmed
 - ☐ Quiet interview space
 - ☐ Neutral background
 - ☐ Device fully charged
 - ☐ Meeting link confirmed
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Professional Appearance

- ☐ Interview attire selected
 - ☐ Clothing clean and pressed
 - ☐ Hair professionally groomed
 - ☐ Minimal distractions
 - ☐ Water available
 - ☐ Notebook and pen ready
-

Professional Development

- ☐ Typing skills assessed
 - ☐ Microsoft Office skills refreshed
 - ☐ Industry terminology reviewed
 - ☐ Recent accomplishments documented
 - ☐ Continuing education considered
-

Career Goals

Take a moment to reflect before your interview.

Why do I want this position?

What type of company culture helps me succeed?

What are my long-term career goals?

What strengths do I want employers to remember?



Confidence Check

Before your interview...

Rate yourself.

Statement	Yes	Almost	Needs Work
I feel prepared.	☐	☐	☐
I know my strengths.	☐	☐	☐
I understand the company.	☐	☐	☐
I can explain my accomplishments.	☐	☐	☐
I'm confident.	☐	☐	☐



Q&Q Success Habits

Before every interview...

✓ Arrive 10 minutes early

✓ Smile

✓ Listen carefully

✓ Answer honestly

✓ Be yourself

- ✓ Ask thoughtful questions
 - ✓ Send a thank-you email
 - ✓ Continue learning
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Career Growth Commitment

At Q&Q, we encourage every candidate to commit to continuous growth.

This month I will:

- ☐ Learn a new professional skill
- ☐ Improve my LinkedIn profile
- ☐ Update my resume
- ☐ Complete a training course
- ☐ Read a leadership book
- ☐ Expand my professional network
- ☐ Practice interview skills
- ☐ Apply for growth opportunities

Candidate Pledge

I commit to investing in my professional growth.

I will prepare for opportunities before they arrive.

I will represent myself with integrity, professionalism, and confidence.

I understand that every interview is an opportunity to learn, grow, and move one step closer to my career goals.

Candidate Signature

Date

 Remember

Your résumé opens the door.

Your preparation builds confidence.

Your attitude creates opportunities.

Never underestimate the value of believing in yourself and continuing to grow.

Q&Q believes in your potential.

Disclaimer

The information contained in this guide is intended for educational and informational purposes only. Following these recommendations does not guarantee employment or job placement. Hiring decisions are made solely by individual employers.

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Building Careers. Strengthening Businesses.

