Before You Apply

Job Search Quick Check: apply with more confidence—and avoid wasting time on a job that does not fit.

Slow down long enough to understand the opportunity, check the employer, and make sure your application is ready before you press Submit.

How to use: Complete Steps 1–3 while you read the job posting. Use Steps 4–6 right before you submit your application.

STEP 1 Check the opportunity

Check each box once you can answer the question.

- ☐ **Job title**
  Do I understand what this role actually does?
- ☐ **Location**
  Can I reasonably get there, or is the role truly remote?
- ☐ **Schedule**
  Do the hours, shifts, weekends, or overtime fit what I can work?
- ☐ **Pay**
  Is pay listed? If not, what do I need to ask before accepting an offer?
- ☐ **Requirements**
  Which qualifications are required, and which are preferred?
- ☐ **Duties**
  Can I connect my skills or experience to the main responsibilities?
- ☐ **Travel or physical needs**
  Does the job include travel, lifting, driving, or other requirements I need to consider?
- ☐ **Application instructions**
  Did the employer ask for a résumé, cover letter, work sample, certification, or other document?

STEP 2 Check the employer

Before sharing personal information, make sure the job and employer are real. Search the company name, use the employer's official website when possible, and pay attention to anything that feels unusual.

> **PAUSE** if someone asks you to pay money to get hired, buy gift cards, deposit a check and send money back, or share banking or login information. Check the employer on your own before you continue.

STEP 3 My fit check

Write 3 reasons this job may fit you. They can be skills, experience, schedule, location, interest, training, or growth.

1. _____
2. _____
3. _____

Ready to Submit?

Use this final check before you send the application.

STEP 4 Application-ready checklist

- ☐ My name, phone number, and email are correct.
- ☐ My résumé is the right version for this type of job.
- ☐ I completed every required field honestly.
- ☐ I proofread before submitting.
- ☐ I followed the employer's application instructions.
- ☐ My résumé file name is clear and professional.
- ☐ My dates and work or education information are accurate.
- ☐ I saved the job posting or took notes about the role.

- [ ] I know the basic schedule and location expectations.
- [ ] I know what I still need to ask if I get an interview.

STEP 5 Track the application

Employer	Job	Date applied	Follow-up	Status

STEP 6 After you apply

Keep applying to other good-fit jobs until you have accepted an offer. If an employer gives a follow-up timeline, respect it. If not, use good judgment and keep any follow-up short and professional.

NEXT STEP: Keep your résumé, the job posting, and your application notes together so you are ready if the employer contacts you for an interview.

Up next: Resource 7 — Interview Ready

Educational resource only. Thrive Forward does not guarantee employment, interviews, or job placement.