Sales Audit Mate-a-Rate Checklist DRAFT

1. Time

It is important to be prepared before every networking event, interview or exam. Do they read up about the organisations they attend interviews for? Do they have a business card to hand out to prospective employers at careers fairs?

Yep, they’re like that! / No, they are nothing like that!

2. Body language

The way they carry themselves matters. First impressions last, and the majority of communication is non-spoken. Do they dress to impress? Are they pro-active in approaching potential employers?

Yep, they’re like that! / No, they are nothing like that!

3. Spelling and Grammar

The spelling and grammar on their CV and covering letter must be up to standard, or else it may not be taken seriously. Do they have a friend or family member read over their CV after they’ve made changes, and their covering letter when applying to jobs?

Yep, they’re like that! / No, they are nothing like that!

4. Responsibility

Taking responsibility over oneself helps to build confidence and focus the mind. Do they self-evaluate their actions, applications and interview technique? Do they practice interviews with friends and family?

Yep, they’re like that! / No, they are nothing like that!

5. Examples

All employers will ask for specific examples of when they have demonstrated their ability in the field they are applying for. This may be drawn from school, a hobby, or any work experience they may have done. Do they prepare engaging stories to share about their experiences before an interview?

6. Finances

Travelling to and from interviews, career fairs can hurt the wallet. Do they keep an account of their incoming and outgoing money? Do they manage to utilise the best bargains on travel?

Yep, they’re like that! / No, they are nothing like that!

7. Self Belief

Lacking confidence in ones abilities is a hurdle that must be leapt over on the path to work readiness. Do they write and speak about themselves in a positive manner and tone?

Yep, they’re like that! / No, they are nothing like that!

8. Perseverance

Applying for work can be hard, and being successful in work can be even harder. Cultivating a mindset of patience, optimism and ambition will help to ensure they do not lose focus. Do they set a personal target for number of applications to be sent?

Yep, they’re like that! / No, they are nothing like that!

9. Decisiveness

When they apply for many jobs, they may hear back from many at once, or from an organisation that was not their first choice, or has an issue with salary expectations and so forth. Do they make pro and cons lists to weigh up the benefits and negatives of each choice and compare them to each other? Do they make decisions in good time, allowing plenty of negotiating room?

Yep, they’re like that! / No, they are nothing like that!

10. Competitive

The position they are applying for is wanted by people from all over Europe, and even the whole world. There are hundreds or thousands of applicants for one single position. Do they make themselves stand out and memorable to employers? Do they have skills, experience, networks or qualifications that allow them to get to the front of the queue?

Yep, they’re like that! / No, they are nothing like that!