Sales Audit Checklist DRAFT

1. Time

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

Yes, that’s me/ No, that’s not me

2. Body language

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

Yes, that’s me/ No, that’s not me

3. Spelling and Grammar

The spelling and grammar on your CV and covering letter must be up to standard and simple to read, or else it may not be taken seriously. If handwritten, make sure to use a black pen, but make sure to take the time to type it up. Do you have a friend or family member read over your CV after you’ve made changes, and your covering letter when applying to jobs?

Yes, that’s me/ No, that’s not me

4. Responsibility

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

Yes, that’s me/ No, that’s not me

5. Examples

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

Yes, that’s me/ No, that’s not me

6. Finances

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

Yes, that’s me/ No, that’s not me

7. Self Belief

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

Yes, that’s me/ No, that’s not me

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 you do not lose focus. Do you set a personal target for number of applications to be sent?

Yes, that’s me/ No, that’s not me

9. Decisiveness

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

Yes, that’s me/ No, that’s not me

10. Competitive

The position you 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 you make yourself stand out and memorable to employers? Do you have skills, experience, networks or qualifications that allow you to get to the front of the queue?

Yes, that’s me/ No, that’s not me