



The success of our candidates begins with a clearly defined target. Knowing what you want is the first step to achieving it. Here, we invite you to think about the companies you would like to work for and the type of work you would like to be doing, then search for available opportunities that meet your criteria and list those opportunities here. The purpose of this exercise is to give you a clear sense of what matters most to employers for the opportunities you are interested in. Knowing this will help you in your conversations when networking, the experiences you choose to share in your resume and in the discussions you have as you move throughout the interviewing process.

Target Companies

List the company name or describe the type of company you'd like to work for

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Target Opportunities

List the job title, company and why you're interested:

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Self-Audit Checklist

For each target opportunity, I...

- have read the job description
- understand the expectations of the role
- could tell you the top 5 things I would need to do well to be successful in this role
- have proven success doing these top 5 things in the past
- know what my unique experience is that will set me above and apart from other candidates
- believe this opportunity presents the right level of challenge to make it fun
- believe that this will be a helpful step in achieving my long term goals
- have researched the company and understand what they do, who they serve, how they make money
- understand how my performance could positively impact the future success of my team and organization
- would be proud to work at this company
- have contacted people I know who work at this company to ask about the culture and gain insights on this particular role
- have asked my contacts if they would receive a financial benefit for referring me into the opportunity before I apply online
- have thanked anyone who helped me gain knowledge, insight and/or introductions to this company and opportunities

Tip: read and complete pages 1 – 31 in The Top Candidate Playbook before filling in this worksheet