

Getting Ready

- ☐ Create a list of all your skills
- ☐ Decide on a target role/direction
- ☐ Work out if you require further training
- ☐ Identify potential barriers and brainstorm options to address them
- ☐ Consider family friendly employers
- ☐ Create a list of all the people you know
- ☐ Take our Household Task audit to work out how to cover the jobs at home
- ☐ Assess childcare options
- ☐ Work out a backup plan for sick children
- ☐ Consider how you will cover school holidays
- ☐ Assess your wardrobe for work-suitable clothes

Getting the Job

- ☐ Prepare or update your resume (include your relevant achievements from all contexts)
- ☐ Write a cover letter to tailor to different roles.
- ☐ Identify and brief two referees
- ☐ Set up or update your LinkedIn profile and connect with everyone you know
- ☐ Let everyone in your network know you're in job search
- ☐ Register with online job boards
- ☐ Consider job share as an option
- ☐ Ask around about helpful recruiters in your target industry
- ☐ Directly approach companies you're interested in working for
- ☐ Allocate time every week for your job search
- ☐ Reach out to people on LinkedIn who may be helpful to your job search

Preparing to Start Work

- ☐ Develop a self-care plan (eg. exercise, a holiday, social connections)
- ☐ Create a meal plan
- ☐ Consider online shopping
- ☐ Work out some meals that can be cooked and frozen for work nights
- ☐ Create a family schedule
- ☐ Consider if some household activities can be outsourced with extra income

On the Job

- ☐ Discuss the expectations of your role with your new supervisor
- ☐ Discuss your strengths and career aspirations with your leaders
- ☐ Discuss expectations for company after hours activities
- ☐ Discuss the process for time off for personal / family activities.
- ☐ Identify what flexibility options are available for the future (eg. Purchased Leave, flexible work)
- ☐ Discuss facilities and points of contact for activities such as breastfeeding (if applicable)
- ☐ Find a mentor
- ☐ Consider professional financial advice to ensure superannuation and financial affairs are in order
- ☐ Aim to be fully present at work and at home