

## 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