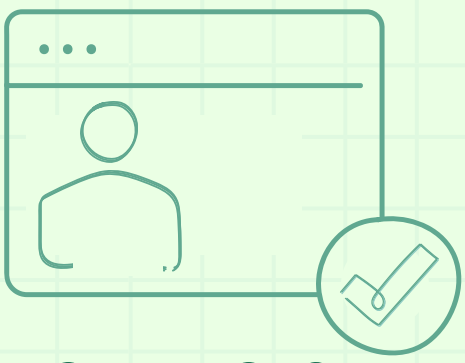
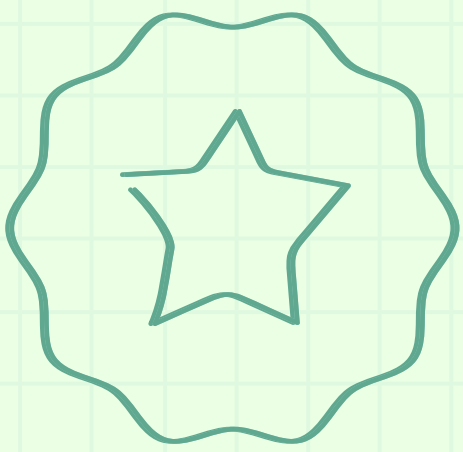
# WHAT TO HAVE READY WHEN JOB HUNTING

Don't leave these things until you need to find a job.
Make sure they are always up to date. This way you will be able to send through your details quickly and efficiently. No stress!



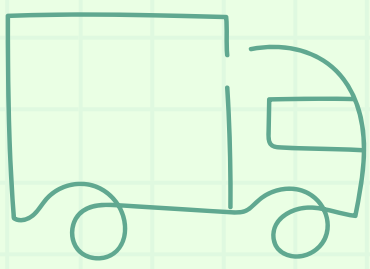
## WHO ARE YOU?

Make sure you have a scanned in version of your ID on your laptop to be able to send out.



## PROVE IT!

All you academic certificates and/or qualifications should be scanned in or you can ask the institution for an electronic version of your certificates or diplomas.
This is very important to attach to your CV as proof.



## WROOM - WROOM

Make sure you have a scanned in version of your Drivers License on your laptop to be able to send out if requested and relevant to your position.

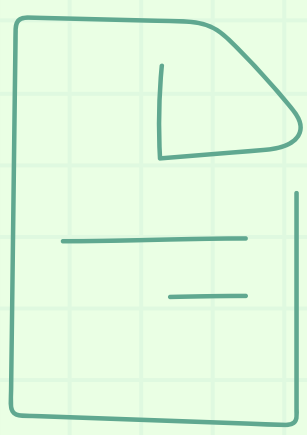


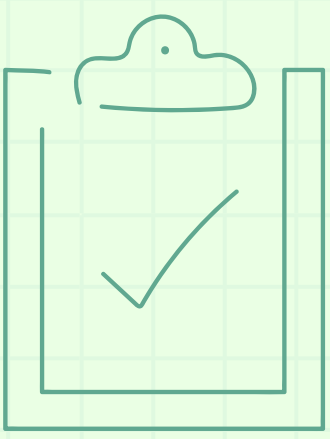
## OKAY, SMILE

Be sure to have a professional Head and Shoulders Photo of yourself.
You can even use an ID photo.
But please... no pouting or crazy faces.
Your future employer might see this

# SHOW ME THE MONEY

Some recruitement agencies or companies might ask for a copy of your most recent payslip. Be sure to ask your current employer for them every month so you don't have to when you are only job hunting.
Save them on your computer by date.





## STAY UPDATED

Number 1 CV rule -
KEEP IT UPDATED.
Check your CV every few months to make sure it is up to date, so it ready when you are applying for new opportunities.



## ARE YOU ALL THAT?

Make sure you have 3 good references that you trust.
Also confirm with them that they know that they will be contacted in regards to a reference and that they will be willing to answering the necessary questions.


**REFERENCES:**

- HEADHUNTER Consultants - www.headhunt.co.za