

Digital job application readiness checklist

Review your application against the actual vacancy instructions. Mark each check complete, needs work or not applicable. Record unresolved actions before submitting.

Role and employer

Vacancy source and closing date

Review checks

Write C for complete W for work needed N for not applicable

Status	Check
	Employer and application route verified
	Responsibilities and essential criteria reviewed
	Practical role fit considered
	Required documents and file format confirmed
	Specific evidence mapped to important criteria
	Individual contribution distinguished from team work
	Claims dates and figures checked
	Practice projects labelled accurately
	Confidential information removed or authorised
	Final exported files opened and checked
	Portfolio links accessible
	Submission reviewed and confirmation recorded

Actions and follow up

Use the space below to record what remains unresolved who will act and when the item will be reviewed. Add rows or extend the response space in the Word version as needed.

Outstanding action and due date

Submission date and reference

Feedback and next improvement

Personal and internal organisational adaptation permitted with RDE author credit retained. Keep confidential information out of shared copies. This resource does not provide certification or guarantee employment or compliance outcomes.