

JOB SEARCH CHECKLIST

2026

FIRST STEPS

- ☐ List of 100+ people you know
- ☐ 25 accomplishment stories
- ☐ Identify 30-50 target companies

DAILY

- ☐ Reach out to 3-5 people you know
- ☐ Comment on 3-5 relevant LinkedIn Posts
- ☐ Build relationships inside target companies
- ☐ Read industry news
- ☐ Schedule 3-5 meetings/calls
- ☐ Apply to jobs using customized resume & cover letter

WEEKLY

- ☐ Block time on your calendar for job search activities
- ☐ Attend industry events, webinars, etc.
- ☐ Set SMART goals for your weekly job search
- ☐ Practice interviewing
- ☐ Create a post for LinkedIn
- ☐ Learn something new
- ☐ Use a timer to stay focused
- ☐ Allocate time for personal interests/volunteer
- ☐ Enlist an accountability partner

CLARITY

- ☐ Research and clarify roles, job titles, functions you are targeting
- ☐ Update LinkedIn to reflect new goals
- ☐ Refresh master resume to include relevant achievements
- ☐ Identify recruiters and specialty job boards

MONTHLY

- ☐ Announce or re-announce your job search on LinkedIn and other social media channels
- ☐ Review/update target companies

TOOLS

- ☐ Perplexity.ai for research
- ☐ Interview practice – many free AI tools
- ☐ Email finder – Hunter.io
- ☐ Job Tracker – <https://www.tealhq.com/tools/job-tracker>
- ☐ AI – Learn how to create prompts to streamline your work