

JOB SEARCH CHECKLIST

Complete items 1-3 Before starting your job search

1. Identify Occupations	<input type="checkbox"/> Make a list of your skills and experience <input type="checkbox"/> Review job postings for required skills and knowledge <input type="checkbox"/> Identify jobs that use your talents
2. Identify Employers	<input type="checkbox"/> Create list of companies who hire for the work you want to do. <input type="checkbox"/> Ask your network to help you look for specific job openings <input type="checkbox"/> Use databases, LinkedIn, newspapers, & network to find more companies <input type="checkbox"/> Research employers to get company and job information
3. Prepare Materials	<input type="checkbox"/> Create “master resume” (using skills & keywords from job postings) to fit your skills with their openings <input type="checkbox"/> Update your LinkedIn profile <input type="checkbox"/> Create application master to use when filling out real applications

Complete items 4 – 5 EVERY DAY of your job search

4. Plan Your Time	<input type="checkbox"/> Make a “To Do” list of daily and weekly action items <input type="checkbox"/> Allocate time every day looking for work (goal: at least 5 hours) <input type="checkbox"/> Use a calendar
5. Contact Employers	<input type="checkbox"/> Contact companies on your target list (even if no jobs are posted) <input type="checkbox"/> Search job posting boards <input type="checkbox"/> Contact employment agencies/recruiters
6. Network	<input type="checkbox"/> Notify friends and family of the jobs and companies you are interested in <input type="checkbox"/> Reach out to past colleagues, bosses, vendors and clients to let them know <input type="checkbox"/> Attend group meetings specifically for job seekers in transition <input type="checkbox"/> Attend a professional association or MeetUp for people in your profession <input type="checkbox"/> Reconnect with college and alumni <input type="checkbox"/> Join a volunteer organization <input type="checkbox"/> Use social networks to reach out to people and grow network

Complete items 7 – 10 when you have interviews

7. Prepare for Interviews	<input type="checkbox"/> Research the company, interviewers & ask your network about the company <input type="checkbox"/> Review the job posting to match your skills with what they are looking for <input type="checkbox"/> Practice answering tough interview questions <input type="checkbox"/> Prepare list of questions to ask the company <input type="checkbox"/> Have all the materials ready to go for interview (resumes, references, etc.)
8. Go to Interviews	<input type="checkbox"/> Dress appropriately and arrive early <input type="checkbox"/> Be positive and thank interviewer for their time <input type="checkbox"/> Ask about the next steps in the process, timeframe & when to follow up
9. After Interviews	<input type="checkbox"/> Send a thank you message within 24 hours <input type="checkbox"/> Assess what went well and what could have been done better
10. Accept the job	<input type="checkbox"/> Fully understand the job responsibilities, expectations, work hours and salary. <input type="checkbox"/> Attempt to negotiate based on important perks and benefits <input type="checkbox"/> Get the final job offer in writing