

JOB SEARCH CHECKLIST

20 Things You Need Before You Start

FOUNDATIONAL MATERIALS

- Portfolio of work samples and evaluations
- List of 100+ people you know
- 20+ accomplishment stories
- List of 30-50 target companies

SETUP

- Professional email address
- Email signature block
- Voicemail greeting
- 10-30-60 second Elevator pitch
- List of suitable job titles
- Business cards
- LinkedIn profile
- Personal marketing plan
- Answers to dreaded interview questions
- Cover letter/thank you letter templates
- Networking email templates
- Targeted, focused resume for every job

ORGANIZE

- System for tracking job applications
- Spreadsheet for tracking networking meetings & events
- Calendar to keep track of meetings, follow-up and to manage job search activities

POSITIVE MIND SET

- Allot time for your interests

JOB SEARCH ACTIVITIES

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 work you want <input type="checkbox"/> Ask your network to help you look for specific job openings <input type="checkbox"/> Use databases, LinkedIn, news & 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 posting <input type="checkbox"/> Update your LinkedIn profile <input type="checkbox"/> Create application master to use when filling out job 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/day)
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 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 professional association events or MeetUps <input type="checkbox"/> Reconnect with college and alumni <input type="checkbox"/> Join 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 5-10 minutes early <input type="checkbox"/> Be positive and thank interviewer for their time <input type="checkbox"/> Ask about next steps in the process, timeframe & when to follow up
9.	After Interviews	<input type="checkbox"/> Send 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 job responsibilities, expectations, work hours and salary. <input type="checkbox"/> Attempt to negotiate based on important perks and benefits <input type="checkbox"/> Get final job offer in writing