

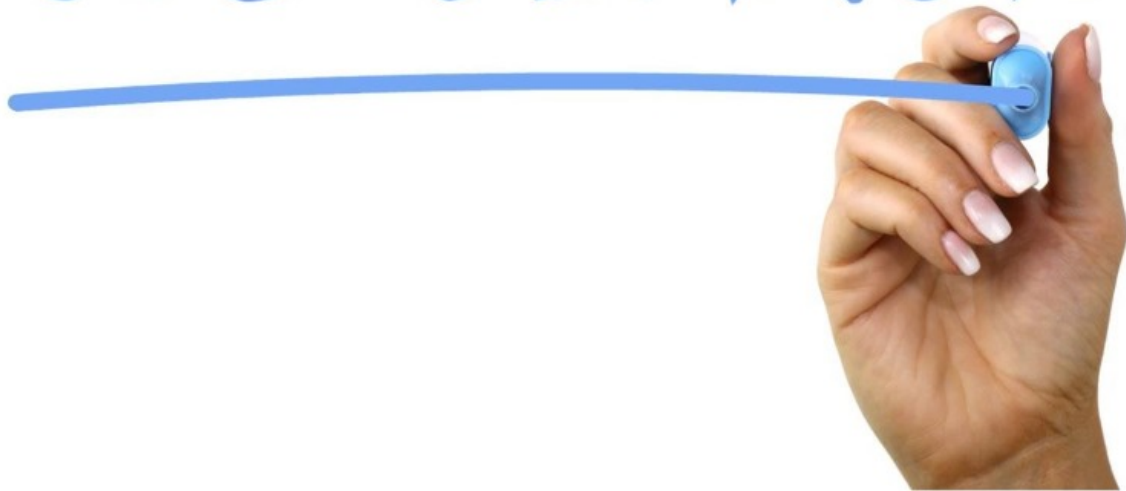
Strategic **JOB SEARCH** Workbook

Get Seen, Get Interviewed and Get HIRED!



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JOB SEARCH



Strategic Job Search Workbook

Job Search Checklist

Job Search Prep

- ☐ CREATE A SEARCH STRATEGY
- ☐ UPDATE RESUME & COVER LETTER
- ☐ UPDATE LINKEDIN PROFILE
- ☐ CLEAN UP ONLINE PRESENCE
- ☐ CONTACT REFERENCES
- ☐ LEVERAGE SEARCH RESOURCES
- ☐ MAKE ALL SOCIAL MEDIA PRIVATE
- ☐ SELECT A RESUME FORMAT

Search & Apply

- ☐ SET UP GOOGLE JOB SEARCH ALERTS
- ☐ IDENTIFY GROUPS & NETWORK CONTACTS
- ☐ IDENTIFY HIRING LEADERS
- ☐ IDENTIFY RECRUITERS
- ☐ IDENTIFY EMAIL FORMATS FOR CONTACTS
- ☐ MAINTAIN A JOB SEARCH LOG

Interview

- ☐ DETERMINE INTERVIEW TYPE
- ☐ LOOK UP INTERVIEWER ON LINKEDIN
- ☐ PRACTICE INTERVIEWING
- ☐ RESEARCH EACH COMPANY
- ☐ SEND THANK YOU NOTES/EMAIL
- ☐ NEGOTIATE OFFER
- ☐ INTERVIEW OUTFIT
- ☐ ALWAYS BE EARLY

Onboard

- ☐ UPDATE LINKEDIN WITH NEW JOB
- ☐ CREATE ONBOARDING PLAN
- ☐ UNDERSTAND ALL BENEFITS
- ☐ INTRODUCE YOURSELF
- ☐ SET GOALS WITH BOSS
- ☐ CREATE TRAINING PLAN

Job Search Strategy



JOB SEARCH TO DO LIST

1. _____
2. _____
3. _____
4. _____
5. _____

TARGETED EMPLOYERS

1. _____
2. _____
3. _____
4. _____
5. _____

YOUR NETWORKING "INNER CIRCLE"

1. _____
2. _____
3. _____
4. _____
5. _____

Profile Template

NAME

HEADLINE

SUMMARY

EXPERIENCE

JOB TITLE

EMPLOYER

START DATE

END DATE

DESCRIPTION

JOB TITLE

EMPLOYER

START DATE

END DATE

DESCRIPTION

LinkedIn Job Search

1. Find industry related to your background
2. Make sure you reach out to people you know to build your network to at least 50 connections
3. Make sure you have "call to action". In other words, what do you want key people (Employers, Recruiters) to do once they read your profile? Are your professional goals clear?

WHAT ARE YOUR GOALS?
(TYPE OF JOB SEEKING, TIME AVAILABLE, SPECIFIC AND RELATED SKILLS)

WHAT "KEYWORDS" WILL YOU INCLUDE IN YOUR LINKEDIN SEARCH?

FIND AND FOLLOW 5 COMPANY PAGES ON LINKEDIN. WHAT ARE THEY?

1

2

3

4

5

LinkedIn Job Search

WHICH THREE LINKEDIN CONNECTION COULD GIVE VALID RECOMMENDATIONS ON LINKEDIN REGARDS TO YOUR WORK ETHIC AND EXPERIENCE? FIND THEIR PROFILES.

WHAT ARE 3-5 POINTS THAT WILL HELP YOU SELL YOURSELF ON LINKEDIN?

-
-
-
-
-

WRITE RECOMMENDATIONS FOR OTHERS
BY WRITING POSITIVE REVIEWS FOR OTHERS, YOU WILL END UP GETTING MORE YOURSELF. CONSIDER WHOM YOU CAN WRITE SUCH RECOMMENDATIONS

-
-
-
-
-
-
-

Target Companies Worksheet

Write down any and every company that interests you and why it made the list. Don't censor yourself. It is important to understand why you're interested in the company because you'll need to answer that in your resume or interview.

<i>Target Company</i>	<i>Hiring Leader</i>	Email Address

Job Application Tracker

[illegible]

Daily Job Search Goals

MON	
TUE	
WED	
THUR	
FRI	
SAT	
SUN	

Networking Tracker

Company:

Contact Info:

Follow up:

Company:

Contact Info:

Follow up:

Company:

Contact Info:

Follow up:

Company:

Contact Info:

Follow up:

Company:

Contact Info:

Follow up:

Company:

Contact Info:

Follow up:

Professional References

NAME:

TITLE:

COMPANY:

PHONE #:

EMAIL:

NAME:

TITLE:

COMPANY:

PHONE #:

EMAIL:

NAME:

TITLE:

COMPANY:

PHONE #:

EMAIL:

NAME:

TITLE:

COMPANY:

PHONE #:

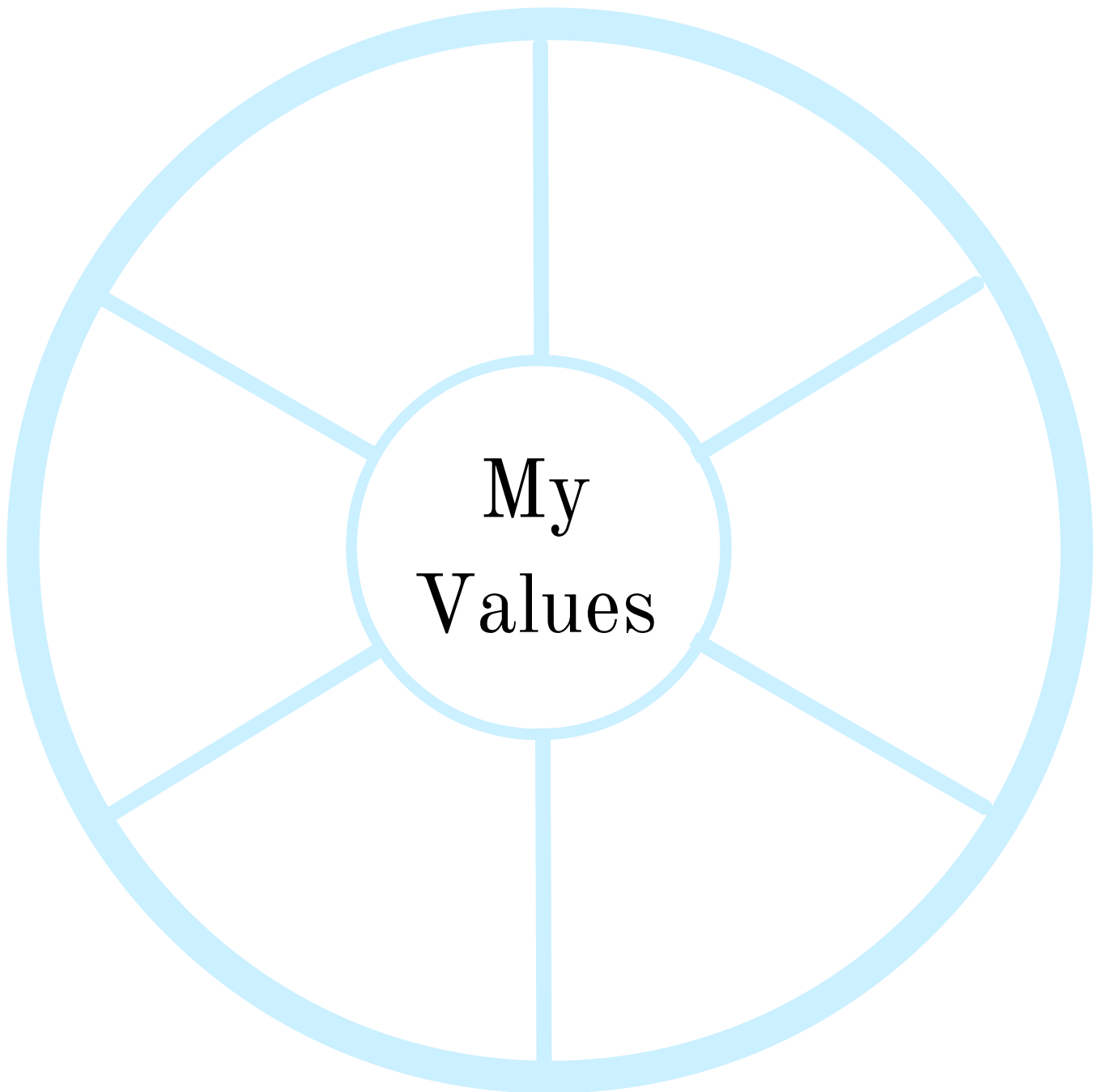
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Professional Groups

Professional Group Website	M	T	W	T	F	S	S

My Preferences

Write down what is important to you.



My Preferences

Old/Current Job

Ideal/Future Job

What did you enjoy in your old/
current role?

What did you not appreciate about
your old/current role?

What value or impact did you make in
your old/current role?

What is your ideal role/job?

What are you looking forward to doing
in your ideal role?

What transferable skills can use in your
ideal role/new job?

Notes:

Skills Gap

After analyzing your preferences and identifying your missing skills, make a plan of action on how you can acquire what knowledge you need to succeed.

Your Ideal Position:

SKILLS TO LEARN:

COURSE, VIDEOS, BOOKS:

DURATION:

SKILLS TO LEARN:

COURSE, VIDEOS, BOOKS:

DURATION:

SKILLS TO LEARN:

COURSE, VIDEOS, BOOKS:

DURATION:

SKILLS TO LEARN:

COURSE, VIDEOS, BOOKS:

DURATION:

Interview Prep

COMPANY:

POSITION:

INTERVIEW DATE:

SCENARIO QUESTION:

ANSWER:

SCENARIO QUESTION:

ANSWER:

SCENARIO QUESTION:

ANSWER:

