

Job Search 101 Checklist

1. Complete the Self-Reflection Questionnaire to identify your must-haves
2. Identify both your personality traits and skills how they can best be utilized to discover the right job or field
3. Identify the jobs that fit your must-haves and align with you both personally and professionally.
4. Find employers where you would be a good fit
5. Research the employers to ensure they meet your must-haves, view 5 year outlook for your field, review their reputation in the community, review their financial records, and long-term plans for stability
6. Order the employers from best to worst in the order of meeting more of your must-haves to not meeting. Ideally you want to have a list of at least 20 potential employers.
B. Expand your search if you identify less than 20 potential employers. Consider some competitors of the selected employers to increase your number or consider jobs that are similar in nature.
7. The jobs should be similar, but the job titles may be different. The next step is to create and customize your cover letter and resume. Employers want to feel like you are interested in them alone and your resume should convey that message. There are several options when it comes to creating a cover letter and resume. Job search sites will allow you to create them using their templates,

you can create them using a template from Microsoft Word or Google Docs, or you can pay for the service.

8. Create a profile on multiple job search sites like Indeed, Glassdoor, Zip Recruiter, LinkedIn, etc. Set your profile for private so that random recruiters won't message you for jobs that don't meet your criteria.
9. Find employers from your list in LinkedIn and find job postings for the position of interest. The goal is to identify recruiters and current employees in the role that you are seeking. Contacting the recruiter is the mission, but sometimes you may need to connect to a current employee to get the recruiter's contact information.
10. Apply to your chosen jobs. I suggest applying to the jobs first and then as you contact the recruiters, let them know that you recently applied so they really know that you are serious about the job.
11. Track your progress. Keep track of the date that you applied, contacted the recruiter, received a rejection letter, completed an assessment, interview invites, job offers, etc.
12. Set a deadline to complete your job search. Each week, review where you are with prospective employers. If you need to find more employers to expand your job search, research them like the others. Search the job search sites for more opportunities.
13. Send follow up messages to the recruiters. If you are turned down, thank them for the opportunity and let them know that you would still be interested if a similar position

comes available. Great option to be a plan B if someone turns down the position that you want.

14. Update resume and cover letter if you are not getting an appropriate amount of call backs. Review your formatting to ensure that the Applicant Tracking System is not kicking your resume out.
15. Networking - Start with family and friends to let them know what type of job you are seeking. They may have a friend who can get you in.