

Job Search Checklist

By Alex Strickland

- Preparation Phase**
 - Create your resume** Prepare several versions (a different one for each position you are applying for).
 - Create Electronic Versions of Resume** Use plain text, standard fonts for all resumes to be imbedded in e-mails or attachments.
 - Test your resume** Show it to several people and get their suggestions.
 - Define your limits** Geographic preferences, salary, job type.
 - List everyone you know** Categorize and prioritize your list (Your Network).
 - List companies who might hire you.** Categorize and prioritize your list (Your Target Companies)
 - Create a Record Keeping System** Calls/messages sent, companies/people contacted, responses received, resumes sent, information received, meeting and phone call notes, interviews, thank you notes sent.
 - Create a Weekly Schedule & List of Tasks** Set aside particular hours each day for job searching.
 - Create Self-Marketing Materials.** Brochure? List of projects? Paper versions? Electronic versions?
 - Create Business or Networking Cards** Hand them out at meetings, interviews, etc.
 - Create a Personal Marketing Campaign** Job search plan of what you will do when, how many people you will contact, etc.
 - Develop a Needs-Contribution Statement** List of industry requirements compared to your list of capabilities.
 - Contact people who may be references** Both professional and personal; use them as "advisors" for your job search.
 - Create your "30-Second Elevator" Speech** Name, qualifications, capabilities, history, skills.
 - Practice your "Reasons for Leaving" Speech** If you are going to need to leave your current job to pursue you new job, prepare a professional statement explaining why.
 - Write several sample Cover Letters** Different versions for different jobs, on both paper and electronic.
 - Prepare short versions of Your Biography** For inclusion in e-mails, job search internet sites, etc.
 - Check the Resource Center, Library, Bookstores, etc** For job search and how-to resources, book, and articles.
 - Gather office materials** Resume paper, stamps, envelopes, paperclips, a professional pen (that does not click).
 - Start an Appointment Calendar** Paper or electronic (whichever will keep you better organized).

Customize, print, share & USE this list at: checklist.com/job-search-checklist

- Set up a Workspace** To keep your records and materials orderly, space for computer, printer, etc.
- Set up E-mail** Make sure it is a professional sounding e-mail account (school e-mail addresses are fine), create your e-signature.
- Set up phone Answering Service** Create a professional outgoing message.
- Create a Personal Job Search Website** Include your resume, projects (remember anyone may be able to see it).
- Active Job Search Phase**
 - Contact everyone you know** Use this list you created in the Startup Phase (talk to anyone new you meet).
 - Contact people that know of openings** Ask them for additional opportunities & possibilities, names, companies, etc.
 - Contact people to ask for an interview** Ask them for advice about your job search, not for a job.
 - Attend Professional Society Events** Tell everyone you meet about your job search, pass out business cards, collect names.
 - Attend Social & Community Events** Tell everyone you meet about your job search, pass out business cards, collect names.
 - Join a career orientated support group.**
 - Expand your Internet search** Respond immediately to any openings, in your field, that you see.
 - Subscribe to mailing lists and ENewsletters** May list jobs, networking information, events.
 - Revise Resume and other materials** Keep all your information updated as changes happen with you and the job market.
 - Register with Job Search Agencies** Employment agencies, placement agencies, temp agencies, etc.
 - Answer the Phone in a Professional Agency** Minimize background noise, be ready to take notes.
 - List Questions to Ask an Interviewer** The interviewer may call, so be prepared with questions and answers.
 - Practice Interview Questions & Answers** The interviewer may call, so be prepared with questions and answers.
 - Do something professional every week** Do volunteer work, or attend courses, workshops, events, trainings, or presentations.
 - Create an Interview Agenda** List items you want to cover in the interview and take it with you to the interview.
- Weekly Tasks to React to Immediately**
 - E-mails, letters, and thank you notes.
 - Phone calls.

- Meetings.
- Other networking activities.
- Check printed want ads.
- Updated resume and other documents.
- Update and review Job Search Plan.
- Update List of Tasks to be completed.
- Updated Weekly Calendar.
- Daily Tasks to React to Immediately
 - Respond to any opportunities.
 - Check E-mail several times a day.
 - Check Internet Job Search sites and Newsletters.
 - Check Job Posting on Target Company Websites.
 - Contact more companies and people.
 - Check your messages in case you missed a call.
 - Maintain your personal appearance.
 - Do something fun and personal (to remain sane).