

Job Seeker Checklist



- These steps are not meant to be completed in this exact order. You will work on multiple tasks at once.
 - 💡 Learn more: use the search bar on our website and the links below; ask your mentor.
 - 📞 Be sure to keep your Mentor updated on your progress

PREPARATION

- If you were let go/laid off, have you [acknowledged the grieving process](#)? Do you have a positive and energetic attitude? If not, spend some time on this. You will be much more productive and have a shorter job search if you get off on the right foot. Talk to your mentor!
- Start to get your home office set up: good background for video calls, a computer with a webcam, good lighting, strong internet connectivity, with minimal distractions.
- Become familiar with our website, including all the pages within the Job Search Process section.
- Make a commitment to yourself about how many hours you will spend on your search weekly.
- If possible, commit to attending the Monday meetings as much as possible, there are multiple benefits!

SELF-ASSESSMENT

- Complete the required [Self-Assessments](#) and review the optional ones to see which might be helpful.
- Complete the **Self-Assessment Summary Table**.

FIRST MENTOR MEETING(S)

- Initial contact: look for an email from your mentor.
- Email your Self-Assessment Summary Table and current resume (if available) before initial 1:1 meeting.
- Discuss your short-term and long-term goals.
- Discuss career alternatives if applicable: contract work, entrepreneurship, new industry, etc.

SELF-DESCRIPTION BASICS

- Create and practice an [elevator pitch/introduction](#) (~10 sec) until it sounds natural and authentic.
- Create a personalized voicemail message and an [email signature](#). Be sure to check voicemail!
- Google your name to see results; review social media accounts and edit if needed.
- Consider a [personal contact card](#) (sometimes called a personal business card).

RESUMES, COVER LETTERS, PORTFOLIOS

- Attend the **Resumes 101** Skill Builder Workshop.
- Updated your resume incorporating your SOAR stories, and review with your mentor.
- Write [SOAR/success stories](#) and review with mentor: What/How/Wow! These are the foundation of your resume *and* interviewing success so take your time and continue to refine. Keep adding them.
- Add any new skills you identified while writing your SOAR stories to your Skills assessment.
- Learn how to customize a base resume to a specific job by writing a targeted Profile and highlighting applicable skills and SOAR stories, all with a focus on the employer's pain points (keywords).
- Understand the purpose of [cover letters](#), different types, and how they are used in a job search.
- Understand the concept and components of a [professional portfolio](#).

JOB SEARCH STRATEGY

- Attend the **Job Search Strategy 101** Skill Builder Workshop.
- Create and continually update a **target list of companies**. Without a target it's easy to lose focus.
- Create a **job search project plan** (including daily to-do's & documentation of contacts and applications).
- Learn how to use LinkedIn, Google, and your network to research target industries and companies.
- Use the [LinkedIn Career Explorer tool](#) to expand or refine your target jobs. Add these to your plan.
- Research which job boards are most effective in your industry and learn how to create alerts.
- Understand [different types of recruiters](#) and how to work with them.
- Understand how to decipher a job post and evaluate which are a good fit for applications.
- Learn how to review job posts carefully for keywords; update LinkedIn profile with these keywords.
- Contact potential references about your search and ask if they would be willing to be a reference.
- Establish a "Board of Advisors/Directors" advisory group or find industry mentors (optional).

LINKEDIN AND NETWORKING

- Attend **LinkedIn 101** and **Networking 101** Skill Builder Workshops.
- Create a **networking plan** (also with daily to-do's & ongoing documentation of people contacted).
- Tell *every single person* you encounter about your job search. [Unexpected connections find people jobs!](#)
- Complete [LinkedIn profile](#) using the tips from the LinkedIn 101 Skills Builder Workshop.
- Learn how to use LinkedIn to identify networking contacts at target companies.
- Learn about alternative places like [Facebook groups](#) and Meetups to network and source jobs.
- Request [LinkedIn recommendations](#) and give them to others. Keep at this until you have several.
- Start conducting informational interviews with contacts you have identified. Keep track of them.
- Understand the importance of saying thank you, and how to write a thank-you note (email).

INTERVIEWING

- Prior to any interview, review job posts again for key pain points and how you can address them.
- Learn about [body language](#) and the importance of first impressions.
- Learn how to prepare for video and in-person interviews.
- Understand how to answer [common interview questions](#), including behavioral interview questions.
- Develop your own answers to commonly asked interview questions.
- Do an initial mock interview with mentors: generic; no specific job.
- Do a second mock interview with mentors for a specific job.

SKILL BUILDING

- Consider building expertise / gaining certifications / using LinkedIn Learning (available thru libraries).

JOB OFFER AND NEGOTIATION

- Research an appropriate salary range for target jobs (ideally before you apply).
- Understand how to negotiate compensation, including salary.
- Review job offers with a mentor if desired.
- Accept new job!!!
- Offer Lessons Learned to other job seekers in Monday meeting.

ONGOING

- Attend Monday meetings.
- Keep mentor updated on progress.
- Use what works for you to stay motivated and healthy (both mentally and physically).
- Use your support network to seek out help when needed – no one succeeds alone!

NOTES/DISCUSS WITH MENTOR
