JOB SEARCH STRATEGIES CHECKLIST

Starting the search process:

☐ Set up tracking method for your job search (resume submissions, networking, interviews and career websites)

☐ Determine the amount of time you can spend on your job search

☐ Block a time in calendar to focus on your job search.

Searching for positions online:

☐ Research the job boards that are best suited for your search

☐ Set up search agents

☐ Post your resume to relevant and trusted job boards

☐ List the job boards that you have chosen in your tracking method

☐ Set up a schedule to check job boards on a regular basis

☐ Determine the best sites for building your online profile

☐ Complete your online keyword rich profile(s)

Improve your visibility:

☐ Set up a blog

☐ Write on relevant industry/role trends weekly on your blog

☐ Identify volunteer opportunities

☐ Define the parameters of your volunteer role

☐ Research relevant conferences

    ☐ Submit a presentation proposal

    ☐ Determine a strategy for approaching the conference

    ☐ Make reservation at the conference hotel early

Leveraging your network:

☐ List and prioritize current contacts

☐ Research and prioritize cold contacts

☐ Develop your pitch

☐ Set schedule to reach out to contacts

☐ Reach out to contacts on a regular basis

☐ Set a schedule for follow-up with your contacts

Working with recruiters:

☐ Research the best recruiters for your industry and role

☐ Develop your pitch

☐ Contact recruiters to start building a relationship

☐ Set a schedule to follow up with recruiters to build the relationship

TRACKING YOUR JOB SEARCH

Resume submissions

Date: _____

Date submitted: _____

Job title: _____

How submitted: _____

Company name: _____

Contact: _____

Phone #: _____

E-mail: _____

Mailing address: _____

Web site: _____

_____

References sent: _____

_____

How I heard about this job: _____

Status of application: _____

Other notes: _____

Date: _____

Date submitted: _____

Job title: _____

How submitted: _____

Company name: _____

Contact: _____

Phone #: _____

E-mail: _____

Mailing address: _____

Web site: _____

_____

References sent: _____

_____

How I heard about this job: _____

Status of application: _____

Other notes: _____

Date: _____

Date submitted: _____

Job title: _____

How submitted: _____

Company name: _____

Contact: _____

Phone #: _____

E-mail: _____

Mailing address: _____

Web site: _____

_____

References sent: _____

_____

How I heard about this job: _____

Status of application: _____

Other notes: _____

Networking contacts

Name: _____ Job title: _____

Company name: _____ How submitted: _____

Contact info: _____ Date contacted: _____

_____ Comments: _____

_____ _____

Name: _____ Job title: _____

Company name: _____ How submitted: _____

Contact info: _____ Date contacted: _____

_____ Comments: _____

_____ _____

Name: _____ Job title: _____

Company name: _____ How submitted: _____

Contact info: _____ Date contacted: _____

_____ Comments: _____

_____ _____

Name: _____ Job title: _____

Company name: _____ How submitted: _____

Contact info: _____ Date contacted: _____

_____ Comments: _____

_____ _____

Career web sites

Web site: _____

User name: _____

Password (optional): _____

Date resume posted: _____

Date cover letter posted: _____

Comments: _____

_____

Web site: _____

User name: _____

Password (optional): _____

Date resume posted: _____

Date cover letter posted: _____

Comments: _____

_____

Web site: _____

User name: _____

Password (optional): _____

Date resume posted: _____

Date cover letter posted: _____

Comments: _____

_____

Web site: _____

User name: _____

Password (optional): _____

Date resume posted: _____

Date cover letter posted: _____

Comments: _____

_____

Web site: _____

User name: _____

Password (optional): _____

Date resume posted: _____

Date cover letter posted: _____

Comments: _____

_____

Interviews

Date: _____

Interviewer name: _____

Title: _____

Phone #: _____

Interviewer e-mail: _____

Mailing address: _____

_____

_____

Date thank-you sent: _____

Date: _____

Interviewer name: _____

Title: _____

Phone #: _____

Interviewer e-mail: _____

Mailing address: _____

_____

_____

Date thank-you sent: _____

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