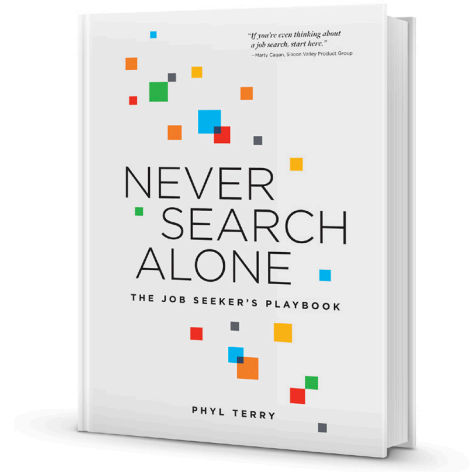


FREE TOOLS & TEMPLATES



Below are all the free tools and templates that will help you follow the time-tested five-step process outlined in my book, *Never Search Alone*.

[Buy the book on Amazon](#)

Note this six-page document divides the tools up step-by-step as they appear in the book.

And remember – never search alone.
Phyl

Step 0

Checklist If You Just Left or Lost Your Job

Key lesson: Take a break. You need at least a few days, a week, or even a month. I also go into suggestions on a few key items to do before you begin, including get a therapist or coach, establish a routine, exercise regularly, eat healthily, avoid “rebound” jobs (hint: like “rebound relationships,” they don’t last long), navigate business friendships, and set up your search “office.”

Step 1: Tools to Set up a Job Search Council

CHAPTERS 1 - 3

	Step 1 JSC	Step 2 Listening Tour	Step 3 Candidate- Market Fit	Step 4 Networking/ Interviewing	Step 5 Negotiate	Total Time
Full-time job seekers (i.e., those unemployed)	1-2 weeks	2-3 weeks	1-2 weeks	4-8 weeks	1-2 weeks	~2+mos
Part-time job seekers (i.e., those still employed)	2+ weeks	4+ weeks	2-3 weeks	4+ weeks	1-2 weeks	~4+ mos

Register to be Matched to other Job Seekers

We have a free matching service to help you find other job seekers with whom you can form a Job Search Council.

JSC Recruiting Emails

Get these templates so you can be guided in how to reach out to recruit potential members.

Charter Template

Get the Charter template so that you and your first member can review it and make some decisions on the design of your JSC.

Meeting Agendas

This document comes pre-set with agendas for your first 10 meetings, including the homework you should do (the homework ties to exercises in Never Search Alone).

Imani Smith's JSC in Action

This addendum tells the story of a JSC in action. Through the story of Imani Smith and her JSC, you will get a great example of how these meetings work and the kind of help you can expect to receive.

Step 2: Tools for Your Listening Tour

CHAPTERS 4 - 8

	Step 1 JSC	Step 2 Listening Tour	Step 3 Candidate- Market Fit	Step 4 Networking/ Interviewing	Step 5 Negotiate	Total Time
Full-time job seekers (i.e., those unemployed)	1-2 weeks	2-3 weeks	1-2 weeks	4-8 weeks	1-2 weeks	~2+mos
Part-time job seekers (i.e., those still employed)	2+ weeks	4+ weeks	2-3 weeks	4+ weeks	1-2 weeks	~4+ mos

Mnookin Two-Pager Templates and Examples

Get this template for you and your fellow JSC members to fill out. I also provide several example two-pagers from other job seekers.

Outreach, Thank You and Follow-up Notes

View sample outreach, thank-you and follow-up notes for your Listening Tour.

Reverse Exit Interview Agenda Template

Use this template as a guide for each of your Reverse Exit Interviews during your Listening Tour.

Golden Question Interview Agenda Template

Use this template as a guide for each of your Golden Question conversations during your Listening Tour.

Recruiter Conversation Agenda Template

Use this template as a guide for each of your recruiter conversations during your Listening Tour.

Step 3: Candidate-Market Fit

CHAPTERS 9 - 10

	Step 1 JSC	Step 2 Listening Tour	Step 3 Candidate- Market Fit	Step 4 Networking/ Interviewing	Step 5 Negotiate	Total Time
Full-time job seekers (i.e., those unemployed)	1-2 weeks	2-3 weeks	1-2 weeks	4-8 weeks	1-2 weeks	~2+mos
Part-time job seekers (i.e., those still employed)	2+ weeks	4+ weeks	2-3 weeks	4+ weeks	1-2 weeks	~4+ mos

All the exercises and examples for this step are in the book.

Step 4: Tools for Networking & Interviewing

CHAPTERS 11 - 12

	Step 1 JSC	Step 2 Listening Tour	Step 3 Candidate- Market Fit	Step 4 Networking/ Interviewing	Step 5 Negotiate	Total Time
Full-time job seekers (i.e., those unemployed)	1-2 weeks	2-3 weeks	1-2 weeks	4-8 weeks	1-2 weeks	~2+mos
Part-time job seekers (i.e., those still employed)	2+ weeks	4+ weeks	2-3 weeks	4+ weeks	1-2 weeks	~4+ mos

Megibow Dashboard

Use the Megibow Dashboard to help keep yourself and fellow JSC members accountable to both scheduling new meetings while also conducting meetings during your networking and interviewing phase.

Jeff's Opportunity Screener

Use Jeff's Opportunity Screener to track and compare opportunities across your key Mnookin Two-Pager criteria.

Sample Job Missions with OKRs*

View sample Job Missions with OKRs to get ideas for how to structure your own. Also included are supplements that show how job seekers used their Job Missions to negotiate for all four legs of the negotiations stool: compensation, budget, resources, and support.

*this is one of the most important tools in the book – and can help you not only interview well and increase the chances of getting an offer, but once you get an offer, it can help you negotiate for more money and for everything you need to succeed in the new role.

Step 5: Negotiate and Prepare to Start

CHAPTERS 13 - 14

	Step 1 JSC	Step 2 Listening Tour	Step 3 Candidate- Market Fit	Step 4 Networking/ Interviewing	Step 5 Negotiate	Total Time
Full-time job seekers (i.e., those unemployed)	1-2 weeks	2-3 weeks	1-2 weeks	4-8 weeks	1-2 weeks	~2+mos
Part-time job seekers (i.e., those still employed)	2+ weeks	4+ weeks	2-3 weeks	4+ weeks	1-2 weeks	~4+ mos

Sample Job Missions with OKRs*

View sample Job Missions with OKR to see how others job seekers used their Job Missions to negotiate for all four legs of the negotiations stool: compensation, budget, resources, and support.

User Manual Instructions

Download this document with instructions and examples to help you and your fellow JSC members create “user manuals” to bring with you to your new jobs. This document also contains examples of user manuals.

*Again, this is one of the most important tools in the book – and can help you not only negotiate for more money but accelerate your career by setting up for success in this next role.