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# **My Job Search Strategy**

Congrats on completing your Springboard course! You’ve put in a lot of hard work to get to this point, and you should be proud! The hard work is sure to continue as you take steps to land that fantastic new job. This doc will help kick off your initial meetings with your career coach and prepare you for a strategic job search. Good luck!

#### 

| ME: |
| --- |
| Name:  Email Address (the one you use for Springboard):  LinkedIn Profile URL:  Springboard Career Track:  Career Coach: |

## **My Job Search Checklist**

While the job search is not a linear process, the following checklist will help set you up for success as you partner with your coach to land that job!

| **Task** | **Details** |
| --- | --- |
| **WEEK 1** | |
| * **Celebrate** | * Going through an intensive Bootcamp is not easy, and you’ve crossed the finish line! Take some time to celebrate and relax so you’ll feel refreshed for your job search. * Post your Springboard certificate on LinkedIn - express gratitude to those who have supported you and announce your job search. |
| * **Understand Springboard's Expectations** | * Read the ***Post-Completion Prep emails*** you will receive starting the day you get your program certificate (if job guarantee eligible) * Review the [Coaching Call Policy](https://www.springboard.com/archeio/download/cba717324167401f9799d624a37d6d9f/). |
| * **Explore the Career Dashboard** | * Get familiar with your [Career Dashboard](https://drive.google.com/file/d/154tlh58TyfOz9UrEhOmIuVR22byZx0FU/view). * Find the link to the Job Guarantee terms and become familiar with the weekly, bi-weekly, and monthly requirements.   + Read about [identifying and avoiding job offer scams](https://docs.google.com/document/d/1qYCYMG6U9AQ45DMfL32JHI5TwNgyF3hBdDggd2myAE0/edit?usp=sharing) |
| * **Select your coach** | * Select one coach to work with during post-completion. * During your first calls, align with your coach on a recurring coaching call day and time and add this to your calendar. * Use this [meeting agenda](#_hutu8sike02u) for all coaching calls. |
| * **Fill out the worksheet** | * Fill out [this worksheet](#_ptbh21b6g55c) before your first coaching call. Your coach will review your responses to help you develop a personalized strategy. |
| **MONTH 1** | |
| * **Refine your Elevator Pitch** | * Review your Elevator Pitch or “Why” with your coach to clearly market your personal brand on LinkedIn and during networking conversations and interviews. |
| * **Refine application materials** | * Review the updated resume submitted to your Job Search Toolkit (located on your dashboard) and have your coach grade it. Yes, again! * Review the updated LinkedIn profile submitted to your Job Search Toolkit and have your coach grade it. * Review a draft of your cover letter. * Create or refine a portfolio of your work - most important for design, software engineering, data analytics, and data science. * Create a list of references to provide prospective employers. Review the list with your coach to maximize effectiveness. |
| * **Target companies of interest** | * Review your Company & Title Research list. * Follow companies on LinkedIn or other social media platforms. * [Reach out](https://docs.google.com/document/d/1Cg7gTjtB2q3i-u8hReAsWxU-YUk9Nngs2ofQd3NXAgo/edit?usp=sharing) to employees for informational interviews. |
| * **Track your activities** | * Download the [Springboard Job Tracker](https://chrome.google.com/webstore/detail/springboard-jobtracker/ajceemkmbgjolpocnkfccjmplcbbppel?hl=en#:~:text=Log%20%26%20track%3A%20With%20Springboard's%20JobTracker,them%20to%20your%20career%20dashboard.) to track your applications and networking activities on your dashboard. !! Verify that these have been logged on your dashboard by the end of the week !! * Develop an additional method for [staying organized](https://www.themuse.com/advice/how-to-organize-track-job-search) beyond the dashboard (ex. Google Sheets, [Huntr](https://huntr.co/)). * Track all the info and advice you will receive during informational interviews on a separate doc. This info will come in handy as you apply for jobs and prepare for interviews! |
| * **Networking** | * Join the [Springboard Alumni Group](https://www.linkedin.com/groups/8824635/) on LinkedIn. * Check out Springboard’s [Community Events Calendar](https://butter-cougar-f0c.notion.site/bb0f90b8bc964c3684975e6c2fa72306?v=9e2cc3572e424013b03510fc809ab26e) * Consider posting your Springboard Certificate of Completion on LinkedIn. * Send [messages to your network](https://docs.google.com/document/d/1Cg7gTjtB2q3i-u8hReAsWxU-YUk9Nngs2ofQd3NXAgo/edit#heading=h.4y18kfs5psxd), letting them know you’ve completed the program and are looking for full-time work. * Start sending out messages requesting [informational interviews](https://www.themuse.com/advice/5-tips-for-nonawkward-informational-interviews) with industry professionals. |
| * **Skill development** | * Identify your skills gaps. * Identify at least one project or opportunity to keep your skills sharp right away. * Decide what immediate changes need to be made to your portfolio. |
| * **Stay informed** | * Keep up with the field - pick a podcast, YouTube Channel, blog post (or all 3!) to engage with. |
| **Ongoing** | |
| * **Career Coaching Prep** | * Use [this agenda](#_hutu8sike02u) or any other shared document with your coach to make the most of your career coaching calls. |
| * **Divide and conquer!** | * Set weekly goals for spending time in the four areas of the job search - applications, networking, skills development, and wellness. |
| * **Apply for jobs** | * Source and apply for jobs. Target applications for the position you’re applying to - work with your coach on a targeted approach. * Follow up with recruiters immediately to let them know you’ve applied. Reiterate your interest in the company. * Learn about avoiding [job search scams](https://docs.google.com/document/d/1qYCYMG6U9AQ45DMfL32JHI5TwNgyF3hBdDggd2myAE0/edit?usp=sharing) |
| * **Networking** | * Implement strategies to keep your contact “warm” * Show your commitment to the profession by documenting your learning journey on LinkedIn and other networking platforms |
| * **Interviewing** | * Use the [interview prep checklist](https://docs.google.com/document/d/1gUqxN-38rrckisbExuxvbqTnpkuKZtMIrcE-ztjcr9Y/edit?usp=sharing) to conquer each interview! * Find at least one resource to practice interviewing on a weekly basis. |
| * **LinkedIn profile development** | * Refine your profile, add keywords, and make updates as you work on additional projects and build new skills. |
| * **Get unstuck** | * Review [these ideas](#_ze06u7pw9di4) if you’re feeling stuck in your job search. * Consider forming a [Job Search Buddy Group](https://docs.google.com/document/d/1W8M4kpAZ58kjR9CrBKgJuZtFubZJLiQPuGbNCFa4jak/edit?usp=sharing) to exchange ideas (and vent a little). |
| **60 days into the Job Search** | |
| * **Reassess your strategy** | * With your career coach, reflect on your job search thus far - what’s worked well? Any wins? Areas of improvement? |

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## **My Job Search Worksheet**

Complete the worksheet before your first post-completion coaching session for discussion with your coach. Your responses will serve as a good jumping-off point for building your strategy.

| LinkedIn:How many LinkedIn connections do you currently have? |
| --- |
| # of LinkedIn Connections:   * ~~500+~~ * 400-499 * 300-399 * 200-299 * 100-199 * Less than 100   LinkedIn Profile URL: [add your LinkedIn profile URL here] |

| INFO INTERVIEWS:Approximately how many info interviews did you complete while in the course? |
| --- |
| * 0-5 * ~~6-10~~ * 11+ |

| WEEKLY TIME COMMITMENT: How much time a week will you dedicate to your job search (applications, networking, skill development, and self-care/wellness)? We know this may fluctuate weekly, but take your best, realistic guess. |
| --- |
| * More than 20 hours a week * ~~15-20 hours~~ * 10-14 hours * 5-9 hours * Less than 5 hours |

| CURRENT WORK SITUATION: If you’re currently working, tell us about your position, company, and how many hours you are working a week. |
| --- |
| I’m working as a volunteer in data science field. |

| WORK AUTHORIZATION:This information is for internal use only and can help us provide you with the appropriate support needed for your situation. | | |
| --- | --- | --- |
| * ~~U.S. Citizen~~ * Greencard holder * Greencard applicant * Dreamer/DACA | * L2 Visa * H4 Visa * L1 Visa * TN1 | * H1B holder requiring sponsorship * F1-OPT *with* STEM * F1-OPT *without* STEM * Other |

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| LOCATIONS: Where are you focusing your job search efforts? Which locations? We recommend that you only focus on a few, key metro locations. |
| --- |
| DC metro area, remote |

| JOB SEARCH CONFIDENCE: What is your job search confidence on a scale from 1-5, with 1 being “not confident at all” and 5 being “very confident.” Explain your rating. |
| --- |
| My rating:   * 1 (“not confident at all”) * 2 * 3 * ~~4~~ * 5 (“very confident”)   Explanation: |

| MY GOAL: What is your desired outcome? Where do you want to be as a result of your job search? Be specific and detailed. Review your Job Search Strategy worksheet from the beginning of the course to see if anything has changed. |
| --- |
| I would like to get a data science job in the health industry. |

| MY “WHY”: Why are you pursuing this career? Revisit your Elevator Pitch and tweak as needed to make it compelling and clear. |
| --- |
| I am pursuing a data science career in the health industry because I want to use data to improve patient outcomes and healthcare operations. This field allows me to apply my technical skills to make a meaningful impact on people's lives and contribute to medical innovations. |

| SUPERPOWERS:What are the top 5 skills and strengths you bring to the job search? Think both technical and behavioral - previous experience, networking skills, portfolio, resilience, etc. |
| --- |
| 1. SQL 2. ML 3. NLP 4. Generative AI 5. Problem solving |

| AREAS OF IMPROVEMENT:What challenges do you anticipate facing in the job search? Think of challenges within your control to address - interview skills, previous experience, a network of professionals, language skills, Python, visual design skills, etc. - rather than those external to you (i.e., the job market/economy). |
| --- |
| 1. Behavior interview 2. Networking 3. Job market 4. Lake of knowledge in health industry 5. English is my second language |

| COACHING: Where are you looking for in a coaching relationship? It’s important to communicate expectations early on to see what is feasible and realistic. Remember that this is *your* career, and you should attend every session ready to work, learn, and try new strategies! Let us know what you are looking for in a coach to help jumpstart your coaching and be sure to review the [Career Call Policy](https://www.springboard.com/archeio/download/cba717324167401f9799d624a37d6d9f/). |
| --- |
| In a coaching relationship, I am looking for guidance on career development, constructive feedback to improve my skills, and support in navigating the job search process. I want advice on how to effectively network, have someone track my job search progress, inspire me, and provide insights about the current job market to achieve my career goals. |

#### 

| YOUR HEROES: Are there any bloggers, YouTubers, or people you follow on LinkedIn who you admire and have your ideal job? Identify 3 individuals and drop their LinkedIn URL or web/blog/social page here and a short description of why you admire them. |
| --- |
| <https://www.linkedin.com/company/codebasics>  He teaches data science in depth.  <https://in.linkedin.com/in/naikkrish>  He teaches data science in a simple way.  <https://www.linkedin.com/in/cincyshane>  He is a Microsoft MVP and made a really good network in social media. |

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## **My Career Call Agenda**

Consider using this agenda to structure your career coaching calls. Simply copy and paste it for each call. You are expected to attend each coaching call ready to brainstorm ideas and work on your job search skills.

| SUGGESTED COACHING AGENDA: | |
| --- | --- |
| **1** | **DATE:** |
| **2** | **My “Why”:**  It’s helpful to revisit this during each meeting. Ex: *To land a full-time job as a software engineer so I can have more energy and time to spend with my family and not worry about our finances*. |
| **3** | [**POTENTIAL DISCUSSION TOPIC**](#_ze06u7pw9di4)**:**  Suggested discussion topic if there aren’t major updates or items for discussion |
| **4** | **WINS:**  What went well / was a highlight since the last meeting? |
| **5** | **UPDATES:**  Since the last meeting I worked on:  This upcoming week (or two weeks) will be successful if: |
| **6** | **ROADBLOCKS, CONCERNS & ITEMS NEEDING INPUT:**  Protip: Revisit your areas of improvement for this section |
| **7** | **GOALS:**  What will I work on before the next meeting? Use [SMART goals](https://www.mindtools.com/pages/article/smart-goals.htm) for greater success. |

## **My Job Search Ideas**

Your job search is a dynamic process requiring active participation and attention to quality applications, building and leveraging your network, continuous technical and behavioral skill development, and staying healthy through it all. If you’re feeling stuck in your job search, consider engaging in one of the techniques below.

| Applications | |
| --- | --- |
| **Task** | **Job Search Ideas** |
| **Self-assessment** | * Assess and market your top 3 skills, strengths, and [values](https://www.careeronestop.org/Toolkit/Careers/work-values-matcher-assessment.aspx) for a targeted search. Continuously reassess. |
| **Research** | * Research companies and salary ranges - [Inc 5000](https://www.inc.com/inc5000), [Builtin](https://builtin.com/companies), [Glassdoor](https://www.glassdoor.com/), [Angelist](https://angel.co/) - and continue to populate your Company Research list. |
| **Agencies** | * Explore staffing agencies, apprenticeship sites, etc. |
| **Creative Strategies** | * Create an “About me” pitch deck to send to employers/recruiters after applying for a job. |
| **Other?** |  |
| Networking | |
| **Task** | **Job Search Ideas** |
| **Create a Social Media Strategy** | * Engage on social media each week, using some of the strategies listed below. |
| **Engage on LinkedIn** | * Engage with your network - comment on, create, and share posts. * Engage with [Springboard Alumni on LinkedIn](https://www.linkedin.com/groups/8824635/) - maybe find some team members for a Hackathon! * Join the [#LinkedIn30DaySprint](https://morning-darkness-5176.ck.page/08bba5ea35?vero_id=363498&vero_conv=i6S_n4So2KecLUF37p5rrnXKZgGuMSoAhMdanucq1mwxMtLnl8-hnUsjzySi5v9MsU-JXvN9WC8kwQlNXwaGL3pkGMzbXpYlaw%3D%3D). |
| **Build Your Network** | * Connect with and speak to people in your field and at companies of interest - peers, hiring managers, recruiters, etc. via LinkedIn, Slack, community forums, and events. Remember, you should conduct at least 2 info interviews a month. * Keep these [messaging templates](https://docs.google.com/document/d/1Cg7gTjtB2q3i-u8hReAsWxU-YUk9Nngs2ofQd3NXAgo/edit?usp=sharing) handy for reach outs! |
| **Follow up!** | * Send a specific article or resource to someone in your networking - “Read this and thought of you”. * Send a $5 coffee gift card to someone with whom you conducted an info interview. * Send updates to your network during holidays or after reaching certain milestones (ex. Finishing up a pro-bono project for a non-profit). |
| **Engage with Influencers** | * Engage with bloggers, YouTubers, etc. with thoughtful comments and questions. |
| **Events** | * Attend in-person or virtual meetups and professional events. * Pay attention to emails from Career Services with upcoming events. |
| **Content Creation** | * Draft a blog article to cross-post on various platforms. |
| **Creative Strategies** | * Create a “job seeker ad” noting your top skills, contributions, and interests. * Create a video recorded Elevator Pitch to share on various platforms. |
| **Other?** |  |
| Skill Development | |
| **Task** | **Job Search Ideas** |
| **Job Search Skills** | * Attend Springboard-hosted events, such as Office Hours and Community Events. |
| **Technical Skills** | * Work on additional projects to add to your portfolio. Consider a mix of fun projects, freelance work, hackathons, and pro-bono work.   + [How to Keep Your Tech Skills Sharp](https://docs.google.com/document/d/1pYXrGxZhHL-ko8kvjEZ7m3cy1YIUQ0zidDv75pKwLBo/edit?usp=sharing)   + [How to Keep Your Design Skills Sharp](https://docs.google.com/document/d/1mr-bb_hvCICrqwO55a9L3Q6-2S37QbJrTqsDBEP7HZk/edit?usp=sharing) |
| **Industry Knowledge** | * Find other YouTubers, Bloggers, or Podcasters to follow |
| **Behavioral Interview Skills** | * Develop behavioral-based interview questions using job duties listed on a job description as your guide. Practice, practice, practice! |
| **LinkedIn Assessments** | * Complete [Skills Assessments](https://www.linkedin.com/pulse/linkedin-skills-assessments-disruptive-strategic-move-josh-bersin/) on LinkedIn to highlight your proficiency to recruiters. |
| **Other?** |  |
| Wellness | |
| **Task** | **Job Search Ideas** |
| **Physical Health** | * Engage in your favorite exercise (yoga, walking, martial arts, strength training). |
| **Mental Health** | * Make time for quiet and self-reflection (meditation, breathwork, journaling, therapy, napping). Consider using an app like [Daily Haloha](https://dailyhaloha.com/). * Create a motivational playlist that you can listen to when you’re feeling discouraged. * Listen to the “[Relax Your Mind”](https://open.spotify.com/playlist/4ePkDoaIzU40IA06jFspek) Spotify playlist when feeling stressed. |
| **Community** | * Connect with others (family, friends, classmates, other job seekers). |
| **Fun** | * Don’t forget to play! Think: board or video games, movies, sports |
| Other | |
| **Task** | **Job Search Ideas** |
| **Get creative** | * [Explore 50 Ways to Get a Job](https://50waystogetajob.com/) |
| **Resources** | * [Check out some General Job Search Resources](https://docs.google.com/document/d/1cPuJ4m3gAbzulEoNRoFPaOSCliA2Ff61DM_ygftobyo/edit?usp=sharing) |