

# Job Search Checklist

## Identify Your Challenges

- What's been holding you back in your job search?
- What challenges face you (such as history, disabilities, transportation, childcare, etc.)
- Are you reusing an old resume or online templates or do you understand digital hiring processes of today – and how to get in for the interview?
- What scares you about job search?
- Are you happy with your current career path?
  - Determine not only your current job goals – but where do you want to go after working in this job?
- What do you want out of your next job?

## Determine Who You Are As A Qualified Candidate

- What are your most treasured values?
- Do you have a slogan (one sentence description) that includes your values and traits?
- How do you display your values in the workplace?
- How do you communicate in the workplace?

## Clarify Your Specialty Or Niche

- Employers don't want generalists, they want specialists. What are you specialized in?
- Write how you bring value and can save or make the company money using your specific skills.
- Work with a coach or instructor to hone your answers to these questions so you can articulate them well in applications and interviews.

## Identify Your Transferable Skills

- What skills do you have that will be a value add-on the job? List these and quantify them (add number values to them): [Example: “Answered 25+ customer service phone calls daily.”]
- Are you constantly learning new skills and procedures, especially computer-related skills? Keep a current list in your History.
- Work with a coach or instructor to make sure you're listing the right kind of transferable skills and optimizing them for the kind of job/role you want.

## Review your History (Autobiography)

- Review your file called History or Autobiography that lists activities from early high school age to present. All items should have been fact checked and accurate in this private document.
- Review sections for Occupations (includes paid and unpaid jobs and accomplishments), Education and Training, Volunteering, Recognition, Memberships, other experiences.
  - If you have fact checked dates and addresses (etc.), you will have a ‘master’ from which to pull items for any one job search.
  - With this tool, you will copy and paste, avoiding errors on resumes and applications.

### **Create An Interview Target List**

- Create a list of 5 – 10 companies for whom you want to work.
- Research these companies so you know if they're a good fit for you and your career or job goals. [Use sites like LinkedIn and Glassdoor as well as company websites]

### **Choose One Position**

- Analyze the job ad for ALL clues telling what the reviewer would like to find (These are not all under the “Requirements” or “Education” sections!
- List all clues, then list where, when, what you have done that shows your fit for each item.
- Think like an HR recruiter – see [Onet\\*Online](#) to learn how HR professionals develop job descriptions based on knowledge, skills, and abilities (KSAs), set wages and salaries, and for their vocabulary related to the job you seek.

### **Revamp Your Resume**

- Take what you've learned from the previous steps and develop a proposal that answers every item you found in the list of clues (this is a new style resume).
- Verify that 95% of your statements have measurements (numbers) in them to show volume, quantity, cost, savings, percentages, or other features. [Example: “Answered 25+ customer service phone calls daily.”]
- Be certain you did not use any one statement twice – vary your wording so that you answer their specific question.
- Review to be sure you used their vocabulary for tasks, procedures, etc.
- Submit your resume for review by a coach or instructor.
  - Take the Jumpstart class and you will get this!

### **Optimize Your LinkedIn Profile**

- Go through your LinkedIn profile and optimize it using the same insights that you used on your resume.
  - Do not have one? Work with a coach or instructor to help you get started.
  - If you have one, work with a coach or instructor to help you best optimize your profile.
- Look at your other social media profiles – are you expressing yourself as a community member with values an employer would seek? Are you one person on Facebook and entirely different on LinkedIn – or would an employer be interested to see you are consistent at home and at the job?

### **Write A Persuasive Cover Letter**

- Pick one of your dream employers from your Interview target list and write a cover letter for one of their positions, following the guidelines the employer specifies for applicants. Everyone is different!
- Demonstrate that you can analyze what they seek and show, for each item, what you offer.
- Work with a coach or instructor to edit your persuasive cover letter.

- Jumpstart classes on resumes include a section on cover letters!

### **Prepare For Interviews**

- Start working on crafting your answers to common interview questions using the Experience + Learn = Grow model developed by JT O'Donnell.
- In one minute, how would you answer the first question, "Tell me about yourself?"
- Work with a coach or instructor to help you answer questions and more.
  - Jumpstart classes include one on interviewing techniques!

### **Expand Your Network**

- Start making new connections to grow your network strategically.
- Reach out and connect with others who work or who have worked at your targeted companies.
  - LinkedIn can help you identify current and past workers, as can your friends and family!
- Work with a coach or instructor to start networking with other members who are in your industry, location or skill set to help increase the payout of your networking efforts.

### **Get A Job Log & An Accountability Partner**

- Keep your Job Log current – review it every day!
- Keep track of each other's progress every week and hold each other accountable to the goals you set. See where you're making good progress and see what areas you might need to spend more time on.
- Work with a coach or instructor to ensure that you're staying on track and making the most of your job search efforts.

### **Think Ahead – Outline Your Plan**

- What steps will you take after the interview?
- What if you get the job?
- What if you do not get the job?

### *Reference*

Edited by Dr. Mary M. Rydesky as based on the work of JT O'Donnell of *Work It Daily*. Source: [https://s3.amazonaws.com/roar-assets-auto.rbl.ms/documents/6169/Disruptive%20Job%20Search%20Checklist%20\(2\).pdf](https://s3.amazonaws.com/roar-assets-auto.rbl.ms/documents/6169/Disruptive%20Job%20Search%20Checklist%20(2).pdf)

JT offers many great video sessions at no cost on LinkedIn, and a variety of services for which she charges. See the Work It Daily channel on YouTube, too.