

# Job Search Checklist

| No | SELF-ASSESSMENT   | ✓                        |
|----|---|--------------------------|
| 1  | Define your career goals                                | <input type="checkbox"/> |
| 2  | Identify your skills, strengths, and weaknesses         | <input type="checkbox"/> |
| 3  | Identify your preferred work environment & work culture | <input type="checkbox"/> |
| 4  | Research potential career paths, industries & companies | <input type="checkbox"/> |
| 5  | Assess your salary expectations & benefits              | <input type="checkbox"/> |

| No | JOB SEARCH & NETWORKING                                     | ✓                        |
|----|---|--------------------------|
| 1  | Search job boards, company websites & professional networks | <input type="checkbox"/> |
| 2  | Network online/in-person with people in your field          | <input type="checkbox"/> |
| 3  | Attend career fairs, industry events, workshops & job fairs | <input type="checkbox"/> |
| 4  | Reach out to recruiters & hiring managers directly          | <input type="checkbox"/> |
| 5  | Develop & use a follow-up strategy.                         | <input type="checkbox"/> |

| No | JOB SEARCH PREP   | ✓                        |
|----|---|--------------------------|
| 1  | Update Resume & Cover letter                            | <input type="checkbox"/> |
| 2  | Create or update LinkedIn profile                       | <input type="checkbox"/> |
| 3  | Tailor resume & optimize for ATS                        | <input type="checkbox"/> |
| 4  | Gather & update your professional references            | <input type="checkbox"/> |
| 5  | Develop a system for tracking applications & interviews | <input type="checkbox"/> |

| No | INTERVIEWING & FOLLOW-UP                               | ✓                        |
|----|--|--------------------------|
| 1  | Prepare for each interview                             | <input type="checkbox"/> |
| 2  | Dress professionally & be punctual                     | <input type="checkbox"/> |
| 3  | Send thank you notes after each interview              | <input type="checkbox"/> |
| 4  | Follow up on your status within a reasonable timeframe | <input type="checkbox"/> |
| 5  | Evaluate job offers & negotiate carefully              | <input type="checkbox"/> |

| No | IMPORTANT REMINDERS   | ✓                        |
|----|---|--------------------------|
| 1  | Don't forget to spellcheck & grammar check all your resume & cover letter | <input type="checkbox"/> |
| 2  | Always thoroughly research the company & role you are interviewing for    | <input type="checkbox"/> |
| 2  | Be sure to practice your interviewing skills (STAR Method, FAQs)          | <input type="checkbox"/> |

**QUICK TIP:** Leverage the use of AI to help you ensure your interviewing skills are STAR quality. Here is a quick prompt you can try: "Using this job description, act as a hiring manager and give me 10 interview questions, with responses, I may be asked during my interview for this role?" (Be sure to copy & paste the job description)

