

CHECK LIST FOR YOUR JOB SEARCH

Getting Started

- ✓ Self-Assessment
- ✓ Use of Right Mgmt. Resources
- ✓ Marketing Yourself - No one else will....
- ✓ Resume
- ✓ Elevator Speech/30 Second Statement
- ✓ Cover Letters
- ✓ Time Management – Take Time for Yourself!
- ✓ Contact Management System – Stop & Think of Everyone
- ✓ Business Cards

Networking

- ✓ · Contact List – Create a Database
- ✓ · Professional Meetings & Networking Groups
- ✓ · Follow-Up Contact – Coffee, Lunch, etc.

Resources

- ✓ Job Search & Related Websites – Indeed.com
- ✓ Recommended Reading Material – Educational Websites
- ✓ Company Information
- ✓ Job Boards
- ✓ Recruiters – Contingent vs. Retained
- ✓ Federal & State Government Opportunities

Preparing for the Interview

- ✓ Researching Companies Before Your Interview
- ✓ References & Salary Desired
- ✓ T-Analysis
- ✓ Preparation – Practice! Practice! Practice!
- ✓ Chill Before the Thrill...Relax!

The Interview – The Big Dance...

- ✓ What You Want to Get Out Of It?
- ✓ Questions You Can Ask the Interviewer
- ✓ Questions the Interviewer Can Ask You
- ✓ Behavioral vs. Common Questions
- ✓ Follow-up Techniques – How do you stay in the loop?

The Negotiation Process

- ✓ Know the game and how it works
- ✓ Research for the best deal possible
- ✓ You can get help with the process
- ✓ Must I respond right away?
- ✓ Know how to negotiate more than one offer

Other Reminders While Searching

- ✓ Emotions & Stress
- ✓ Unemployment Benefits
- ✓ Consulting
- ✓ Financial Planning
- ✓ Budget
- ✓ Job Search Tax Deductions