



Job search Checklist (May 2020)

Job Search Tools

Prepare your basic tools

1. RESUME
 - a. A full resume, usually no more than 2 pages. (educators full CV has no page limit)
 - b. (optional) 1 page abbreviated resume to give to connections
 - c. EDIT AND CHECK it - Have it peer-reviewed by colleagues, professionals and friends to ensure it's perfect
2. SOCIAL MEDIA, must match resume.
 - a. Linked-in
 - b. Review Job ads and research KEY WORDS that are your career field. Add these to your resume so you are found
 - c. Clean up your other social media (Facebook, Instagram, etc.) and remove anything which a future employer might find as cause to reject you
3. REFERENCES – at least three
 - a. Could create a list (unique approaches, Linked-in recommendations)
 - b. You will need at least 3. Ask personally to use their name.
 - c. Consider asking for a blank letter.
 - d. Get names, address, email, preferred contact method.
4. Networking job-search business card, for use at career meetings or when you can't hand out a resume but want to be in contact with someone
5. Create email templates about yourself (introduction, interview thanks, follow-up, seeking referrals). Again well worded brief and peer-reviewed and checked.

Other tools you'll likely need to create

1. A MARKETING PLAN. You are professionally marketing yourself. Summarize exactly who, what, where would you work (relocate), salary, etc. Must be able to communicate clearly to gain help/leads:
 - a. What you want to do (job titles, key skills, more)
 - b. Where you want to work: target companies (asking people if they know someone there, so you need to have a list)
 - c. Where you would live, could you relocate?
 - d. Salary range. Often asked
2. Elevator speech(es) – brief, get attention, state how you bring value, attract to talk more.
3. Create an update message to keep people informed (every month or so).
4. Maintain a CONTACT LIST system. Those you have contacted, those you want to keep informed, those who are helping, to stay-in-touch, to reach back for follow-up, etc.
5. Online application. Prepare your content for cut-paste. Standard requirements:
 - a. Answers to questions (prepare, check, cut-paste)
 - b. Where you worked, addresses, supervisor contact/phone, dates. Sometimes salary.
 - c. Schools attended, address, degree, dates. Sometimes point-average. May need TRANSCRIPT
 - d. Why you left?

6. Interview preparation. Prepare solid answers to common questions.
 - a. Review common interview questions answers and prepare answers. Read recommendations online or get guides (i.e., Katherine Burik [The Interview Doctor](#)).
 - b. Do mock practice interviews with someone
 - c. Research a company thoroughly (i.e., Glassdoor, online webpages, LinkedIn)
 - d. Know how to answer “how do you bring value” to them and to the role.
7. Interview follow-up content
 - a. ALWAYS send a hand-written thank you and immediate email one
 - b. Summarize, how do you bring value (email template)
 - c. Optional: demonstrate unique approach/value/thought/interest or first 90-days tasks
8. ACADEMIC TRANSCRIPTS. Will need to attach a ‘unofficial copy’ applicable degrees. May have to request one from each school and have it sent to yourself. Be prepared for employers to require you send them an official transcript direct when requested.
9. Work samples book – if appropriate (could include your general reference letters)
10. Prepare do to a through back-ground check (blood tests, employment and education confirmation, reference requests)
11. Consider additional education to supplement your career. Sometimes there are funds to support a transitioning person (i.e., Ohio Means Jobs, contact the school)

Job Search Strategies

Basic jobs/strategies

1. **Networking is #1 main way to find a job! People to contact:**
 - a. Print all your personal contacts and start to call.
 - i. Tell your closest network first
 - ii. Create a regular contact email
 - b. LinkedIn connections – reach out to all of them
 - i. Can download the list in excel. Organize to contact.
 - ii. Add professional colleagues not included.
 - iii. Write them all within the system.
 - iv. Open LinkedIn for recruiters “open to opportunities”
 - v. Review key words, searches find
 - vi. SEEK (Ask) for recommendations, and give them to those you know.
 - c. Target companies, contact lists in LinkedIn
 - i. Ask for referrals from your connections
 - ii. Frequently research and request connection with new people in your target companies. Keep in contact.
 - iii. Make new connections in LinkedIn
 - iv. Apply WHEN you have an advocate helping you
 - v. Do company research (i.e., glassdoor, webpages, inquiries)
 - d. Consider taking a career-field class. Get help from connections/professor/school
2. Other networking Outlets
 - a. Professional groups + associations – attend and network, review their job boards
 - b. Attend job-seeker support groups in NEO. They share both comraderie, job leads, and job search strategies (SFHMJS, BWJS, Hudson, FENG,+)
 - c. Church and other volunteer groups you participate

3. Other job search resources – see another list of internet job search boards.
 - a. Ohio Means Jobs – holds classes, has resources, connections, job board
 - b. A former college - job boards and services
 - c. Least successful – apply to jobs off a job board, such as Ohio Means Jobs, Monster, Glassdoor, Linked-in, Craig's list, many others. First make connections to stand out.

Support/Outside resources/ Things to consider

1. C4 – Calvary Christian Career Connection
 - a. 2nd Wed of mo meet
 - b. Training: spiritual, meeting, training
2. Other Job search support groups list NEO (SFHMJS, BWJS, Hudson, ExecuNet +)
3. For-hire organizations
 - a. Recruiters
 - b. Job search supporters (Katherine Burik, others)
4. Alternatives –
 - a. Franchise purchase (i.e., FranNet, brokers of many options)
 - b. biz start-up options, partnerships or Self-employed
 - c. retirement
5. Ohio Means Jobs
6. Financial advisers
7. Counselors, job search is tough

Creating balance, bringing value, not just job searching

1. Spiritual, reprioritize
2. Consider additional education
3. Volunteering
4. FREE STUFF you can do, create list – brainstorm
5. Take care of yourself, get in shape
6. Find something fun to occupy your time
 - a. Write that book you've always needed time to create
 - b. Learn a language or new skill
 - c. Take informational classes
 - d. Add computer skills

This document was created by Michelle Brady for the C4 =Calvary Christian Career Connection to support job seekers and is intended to help and equip job seekers with modern job-seeking strategies and ideas. It may not represent all the options available for job search. The document will be updated with other ideas and tools as they become known.