

JOB SEARCH 7-STEP ACTION PLAN CHECKLIST

The Select Center: JS101
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- STEP 1: UNDERSTAND MODERN JOB SEARCH**
 - Attend JS101 classes!
 - Get educated in job search (books, videos, podcasts, etc.).
 - Invest in your job search (LinkedIn Premium, Microsoft 365, etc.)
 - Develop your Core Message (employment objective, preferred functions, value proposition).
 - Outline your plan.
 - Get a Library card.

- STEP 2: BUILD THE FOUNDATION**
 - Create your workspace (home office, library, etc.).
 - Research relevant keywords.
 - Create/update LinkedIn profile (use keywords and highlight your brand).
 - Create/update your resume (use your keywords).
 - Create a skeleton cover letter to customize for each job.
 - Google yourself and clean up your online presence.
 - Create your tracking system.
 - Order business cards.
 - Develop preliminary list of references.
 - Identify your starter network.
 - Do your market research (industry, salary range, job descriptions/requirements).

- STEP 3: GET THE WORD OUT**
 - Identify your sub-networks (personal, professional, groups, target companies, recruiters).
 - Inform and announce you're in job search.

- STEP 4: ACTIVATE SUPPORTING ACTIVITIES**
 - Research certification or continued education options.
 - Research volunteering opportunities.
 - Become an industry expert and brand yourself as one.

- STEP 5: EXPAND YOUR NETWORK**
 - Develop/expand your Target Company List (Reference USA).
 - Identify Starter and High-Value Contacts.

- **STEP 6: BECOME A KNOWN CANDIDATE TO DECISION MAKERS**
 - Begin nurture strategy (email, LinkedIn, call, mail, walk-in, etc.).
 - Utilize your tracking system, follow up, and continue feeding the pipeline.

- **STEP 7: RECEIVE AN OFFER**
 - Research the company.
 - Practice common interview questions.
 - Evaluate the offer.
 - Negotiate salary and benefits.

- **LOOKING AHEAD: PREPARE FOR THE FUTURE**
 - Continue expanding your network.
 - Update LinkedIn and resume.
 - Keep track of accomplishments as they happen.
 - Always be looking! – don't forget, you're likely to be in another job search in 3-5 years!