



## 10-Step Job Search Checklist

The job search process is complicated, exhausting, often frustrating, occasionally exhilarating and highly unsystematic. Your success rate will improve if you set goals and objectives, develop a plan, be prepared and stay organized.

The **Next Steps Canada 10-Step Job Search Checklist** has been developed to provide a practical framework for you to conduct a well-organized job search that will help you achieve success.

### **Step 1: Self Assessment**

Identify interests, values and your unique characteristics. What do you like to do? What do others think about you? Categorize your skill set. Recognize your accomplishments. Define your limits? Work environment? Geography?

### **Step 2: Research and Explore Career Options**

Research your industry of interest. Is it heading towards growth? Can your skills be utilized to address its challenges? Start by making a list of 10+ people who you have worked with and "like you". Find out what they are up to -- ask questions. Be curious.

### **Step 3: Get Organized**

Develop your resume(s), cover note, thank you note. Ensure your resume highlights your skills, accomplishments and how you fit with a particular role.

### **Step 4: Target Your Efforts**

Target sectors, industries, functions, locations and employers? Continually add to your "targetted" list as you learn more about potential employers and opportunities. Eliminate those organizations when you have learned there

### **Step 5: Network, Network, Network...**

Think of anyone who could be a contact. Don't limit yourself. Be prepared. Why do you want to talk to them? Make sure you know! Create a 20-second verbal business card to introduce yourself.

**Step 6:  
Plan Job Search Campaign**

Establish objectives/develop your strategy/set timing.  
Research specific companies from your targetted list.  
Network into those organizations - tapping individuals in your network or social media links.

**Step 7:  
*Fill Your Pipeline***

Use the knowledge you have acquired about opportunities, companies and industries and be more targetted in your efforts.  
Be proactive with contacting companies you have targetted  
Set weekly goals to measure how many new contacts you will make, how many new companies you will add to your

**Step 8:  
Interview Preparation**

Do your background research!  
Know who is interviewing you?  
Distinguish yourself in some positive way from other candidates.  
Be extremely familiar with the job description and how your

**Step 9:  
Re-evaluate/Revise  
Strategy**

For most job seekers, the search process is more like a marathon than a sprint -- be prepared for ups and downs.  
On a regular basis, review your progress, activity level and results - decide if you need to adjust your strategy or tactics and increase your activity level.  
Maintain your overall health and well-being. Reach out for

**Step 10:  
Stay Organized**

Keep track of all activity and all contacts.  
Follow up with those in your network or those who have been a part of your search regularly.  
Remember to be generous and appreciative.

Next Steps Canada offers professional consultation services to individuals currently facing or contemplating job or career transition.

**Contact Us to Learn More ...**

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