



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.
- Set up a support network of family, friends and past colleagues who you could call to ask for support.

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.
- Create or update your LinkedIn profile. Make sure your social media is reflective of what you want people to know about you.

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 are no potential opportunities in the short term.

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.
- Join Professional organizations. Volunteer your time and expertise.

**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 targetted list, how many resumes you will submit.

**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 skills, background, experience match up with their needs.
- Convey a high level of energy and a sense of urgency.

**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 assistance from friends, family or professional advisors.

**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.
- *What goes around, comes around...*

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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