

The Job Hunt Checklist

*"Life is not about waiting for the storm to pass;
it's about learning to dance in the rain." - Vivian Greene*

Set your stage for success! Most job seekers get stuck at go ... and they don't even know it. Use this checklist to make sure you have the most critical pieces in place. Before you even start writing your resume, run through this checklist to see what you already have in place and what you need to work on next. These are listed in order of importance. Once you run through the checklist the first time, start working through it in order ... from top to bottom. Or, jump ahead if you schedule an interview right away (that's a really good problem to have). One more thing: if this list looks intimidating, do not worry! First of all, you don't need to know all this stuff right now. Secondly, all the answers, tips, templates and samples you need are waiting for you inside the Job Hunt Toolkit. You are not alone! Consider this a work in progress and a really useful tool you can use along the way to make sure you don't miss a step.

Goal #1 - Job search readiness

It's the little things that make all the difference in the world ... like staying organized and making sure you present yourself professionally. Set your stage for success!

- ☐ I have a job hunt program to follow. Yes you do! The Job Hunt Toolkit by ARBEZ has everything you need!
- ☐ I know what my financial situation is right now
- ☐ I have a plan for protecting my money
- ☐ I'm organized: have a 3-ring binder (or something similar)
- ☐ I'm comfortable using a computer for email and internet search & creating documents
- ☐ I have a professional email address (not "cutiepieloveschocolate@msn.com")
- ☐ I have a dedicated phone number (ideally, a cell phone) that only I will answer
- ☐ I have a professional voicemail message on that phone number
- ☐ Have at least 1 "champion" or friend to support & encourage me
- ☐ I have thank-you cards and stamps ready to send out

Goal #2 - Ditch the biggest barriers to your success

Most job seekers spend hours (or weeks ... or even months!) fretting over writing the perfect resume, networking and interviewing. While those things certainly are important, the truth is that there are other things lurking in the wings which stop most job seekers in their tracks, cause procrastination and unfounded worry. They will drive you to rewrite your resume ten times, stop reaching out to people and sabotage your best efforts ... if you let them. The great news is this: you can easily knock every one of them out of your way and get on to a productive job search.

"I am not afraid of storms for I am learning how to sail my ship." – Louisa May Alcott

- ☐ I know the top 10 company confessions (from the hiring side of the desk)
- ☐ I know the 4 biggest barriers to job search success
- ☐ I know what my biggest fears or worries are (and how those might affect my job search)
- ☐ I know why my 30-second pitch is more important than my resume (meet Joe)

Goal #3 - Explore & plan

Isolate your target job & pick the job that's right for you!

The great news is, your possibilities are endless! The bad news is, if you're not careful that can spell doom for you. You don't have time to run in fifty-nine directions. One of the biggest mistakes job seekers make is this: they think "I'll figure it out as I go along," then wind up months (or years) later thoroughly discouraged because they've been looking in all the wrong places. Relax! There is a better way ... and we're going to show you how.

- ☐ I've charted my work history to help me identify my strengths & ideal job (Career chart)
- ☐ I know what I do not want (my non-negotiables)
- ☐ I know what's most important in my life & career ... I've ranked them in a scorecard
- ☐ I know what I DO want (I have isolated my target job)
- ☐ I know that I am fully qualified for the job I want (required skills, experience & education)
- ☐ I know the possible gaps (real+perceived) between the job I want and my skills & experience
- ☐ I know the industries I'd like to work in (and I have written it down or typed it up)
- ☐ I have made a list of at least 5 companies I want to target

Goal #4 - Tell your best story (resume + marketing materials)

Hooray! Hoorah! You're ready to make your resume sing! Or, are you? *Pssst!* The guy with the best qualifications is rarely the one who gets the job. The one who gets the job is the one who does the best job of communicating his or her fit for the job. You need a strong resume, but you also need a great personal introduction and target marketing plan. Make sure you're not getting in lost in translation.

- ☐ Other people understand what I do for a living (and what I want to do)
- ☐ I have at least one relevant "STAR" story (proudest achievement story) that is relevant
- ☐ I have a target marketing plan that is written & easy to print or email to other people
- ☐ I have a good solid resume that I can send to people when they ask for it
- ☐ I have "tested" my resume online & with other people
- ☐ I know how to write a good cover letter

*"You are JUST as smart and talented today as you were yesterday. Do not let a rotten boss or job ... or unemployment ... make you feel otherwise."
– Catherine Byers Breet*

Goal #5 - Plan your day (action planning)

Contrary to popular opinion, the toughest (and most critical) part of any job search is not writing a resume, networking or even interviewing. It's knowing what to do, and when to do it ... when you are all alone at home. Action planning is one of the best gifts you can give to yourself. When you wake up every morning to a plan, everything is better.

- ☐ I have a daily job hunt action plan (I know my main goals for the day)
- ☐ I have a way to track my activity to figure out what's working (and what is not)

Goal #6 - Get a networking plan & use the best tools

SilkRoad Technology studied 13 million applications and 300,000 hires. Only 12% of them got hired by applying through job boards. The rest? Mostly through networking. We want to make sure you have the tools and know-how to find and connect with the people who are dying to hire you right now. Let's see which of the most important networking pieces you already have in place:

- ☐ I know how to find the "hidden jobs" and network effectively
- ☐ I've started a networking list of people I already know ("The first 50")
- ☐ I've started contacting people on my networking list (to let them know I'm looking)
- ☐ I have a LinkedIn profile
- ☐ People are responding to me on LinkedIn
- ☐ I have a daily LinkedIn action plan

Goal #7 - Know how to work smart online (job boards & social media)

Did you know that indeed.com delivers 6x more interviews than any of the other job boards? This is just one of the things you need to know. You CAN get hired by applying for jobs online, but only if you know how to avoid the biggest traps.

- ☐ I know how to find and apply for jobs online (effectively)
- ☐ I have posted my resume in at least 5 strategic places
- ☐ I have posted my resume to www.indeed.com (It's 6x more effective than all others [SilkRoad Technology 2016])
- ☐ I have set up some "job agents" to send me emails the minute a new job is posted
- ☐ I know how to avoid the online screening traps
- ☐ I know how to clean up my social media footprint & avoid mistakes

"Our deepest fear is that we are powerful beyond measure ... and as we let our own light shine, we unconsciously give other people permission to do the same. As we are liberated from our fear, our presence automatically liberates others." - Marianne Williamson

Goal #8 - Know how to interview to win

Hooray! You got an interview. Now what? If only your resume could speak for itself! The ARBEZ team has interviewed thousands and hired hundreds of people. Let them teach you who really gets hired ... and why. Make sure you know how to prep for success, handle the tough questions and follow up like a pro.

- ☐ I know how to prepare for an interview
- ☐ I know how to handle tough interview questions
- ☐ I know how to debrief after an interview (to figure out if it went well)
- ☐ I know how to handle references (to make sure they don't sabotage me)
- ☐ I know how to follow up after an interview

Goal #9 - Be ready to talk about money, evaluate your offer & negotiate

There is nothing more irritating than a recruiter asking you "How much money do you want to make" just three minutes into a phone interview. Well, get ready for it because they're not going to stop. Learn the best way to prep for the "money talk" and negotiate for what you want.

- ☐ I know my compensation history (salary, benefit costs, bonuses + perks)
- ☐ I've done online research by looking at salary surveys
- ☐ I've spoken with people in my industry about pay & market rates
- ☐ I know how much money I am worth in today's market
- ☐ I know the minimum amount of money I will accept
- ☐ I know how & when to answer the question "How much money do you want?"
- ☐ I know how to negotiate a job offer (and ask for more money or benefits)
- ☐ I know the difference between full-time, temp, W2 and 1099 pay arrangements
- ☐ I know how to evaluate a job offer (and pick the job that's right for me)
- ☐ I know how to quit my job without burning any bridges

Goal #10 - Know how to launch for success (the first 90 days)

Hooray! You got the job! That's fantastic. Do you know how to launch for success? The sad truth is that very few companies do a good job of "onboarding" people ... and yet they consider those first 90 days a trial period. Make sure you know how to knock their socks off in the first three months.

- ☐ I know how to prepare for my first day of work
- ☐ I know how to make sure they like my work in the first 90 days

You can do this!