Go Get A Great New Job Checklist

- ☐ Just starting
  - ☐ Create folder on C: drive. Name of folder should be "Job Search YYYY" (YYYY = current year)

- ☐ Phase One
  - ☐ Read either
    - ☐ "002 - 5 Stages of Grieving Over Job Loss - Kerry Scott - www.cluewagon.com"
    - ☐ "002 - Laid Off   The 5 Stages of Grief - Michael Finley - www.examiner.com"
  - ☐ Get Involved!
    - ☐ OJTTulsa.org has a list of when & where the ministry meets. Check the website for details
    - ☐ Consider volunteering to help with the ministry
  - ☐ "003 – Self Assessment"
    - ☐ Skills, Interests & Personality Traits
    - ☐ Financial Assessment
    - ☐ Quality of Life issues
    - ☐ Personal Values

- ☐ Phase Two
  - ☐ Get a new email account. Dedicate this account to your job search
  - ☐ Google Search "Situation, Action, Result" (SAR) and do some reading
  - ☐ Accomplishment Specifics
    - ☐ Write down your entire employment history. Include title. Include year worked for future reference
    - ☐ Build list of accomplishments for each company. Don't worry about format or SAR, just describe accomplishment
    - ☐ Reach out to friends & co-workers if necessary
      - ☐ Try to remember the numbers! Dollars, Percentages, Man-Hours, etc
  - ☐ Create Accomplishment statements using SAR format.
    - ☐ This can be longer than something you want in your resume; they always make good interview stories anyway. The key at this level is to make sure the statement has *measurable value*
  - ☐ Save list of Accomplishment statements in "Job Search …" folder
  - ☐ Create "Two Minute Drill"
    - ☐ Save "Two Minute Drill" "Job Search…" folder
  - ☐ Create "30 Second Drill"
    - ☐ Save "30 Second Drill" "Job Search…" folder
  - ☐ Practice both drills

- ☐ Phase Two (Cont'd)
    - ☐ Resume!
        - ☐ Chronological? or Functional?
        - ☐ Find a style (or template) you like
        - ☐ Create Master Resume (has ALL your work history & accomplishments)
        - ☐ Find friend to review resume for grammatical, spelling, punctuation errors. Make corrections.
    - ☐ Networking "One Sheet"
    - ☐ Volunteer for the Launchpad
    - ☐ Business Cards. Keep it simple but effective.
    - ☐ LinkedIn
        - ☐ Complete profile (DO NOT check this box until your profile is at 100%)
        - ☐ Set goal for "1 recommendation per job". (If you have 4 jobs listed, you need 4 recommendations but you may not have any recommendations from 1 company/job)
        - ☐ Find, join and get active in LinkedIn Groups
    - ☐ Online Job Search
        - ☐ Build list of websites that you have a profile on
        - ☐ Decide what you are going to do about your 'online presence'
        - ☐ Join the OJTTulsa LinkedIn group and sign up on the OJTTulsa website ("Contact" section)

- ☐ Phase Three
    - ☐ Networking!
        - ☐ Get an organizer / portfolio
        - ☐ Make lists of contacts
        - ☐ Make the call
        - ☐ Get your first networking meeting (level 1 contact)
            - ☐ Update your notes
            - ☐ Follow up W/ thank you card
            - ☐ Schedule follow up call (21 days)
        - ☐ Get your first networking meeting (level 2 contact)
            - ☐ Update your notes
            - ☐ Follow up W/ thank you card
            - ☐ Schedule follow up call (21 days)
        - ☐ (By level 3 contacts I don't expect you to need this list)
    - ☐ Build your Job Hunt Schedule
        - ☐ Stick to it but remember to stay flexible based on needs & priorities!

- ☐ Phase Three (Cont'd)
    - ☐ Interviewing
        - ☐ Prepare for interviews even when you don't have one scheduled. Practice!
        - ☐ Research the company
            - ☐ Remember Google search & LinkedIn!
            - ☐ Remember your network!
        - ☐ Research the position
        - ☐ Study expected interview questions
            - ☐ Study your accomplishments for answers!
        - ☐ Refresh yourself on your Two Minute Drill
            - ☐ Customize your "recent work history" section with accomplishments that match the job description & requirements
        - ☐ Prepare your questions for the interviewer
        - ☐ Prepare your route to the interview in advance (road construction anywhere?)
        - ☐ Choose what outfit you will wear
        - ☐ Organize your notes & review the night before the interview
        - ☐ ACE the interview!
        - ☐ Send thank you notes