



Employment Search Checklist

You've been laid off! No better time to figure out what **you** want in your next career life. Use the following checklist to save yourself and a potential employer a very valuable resource, called time.

Reflection—Be very detailed, the more detail the better the thought process.

- What has worked for you in your past positions?
Example: scheduling flexibility.
- What has not worked for you in your past positions?
Example: lack of schedule flexibility.
- How did you react to change in your past positions?
Example: shut it down without thinking it through first; adopting the—I have always done it this way mentality.
- How did you react to differences of opinions with co-workers in your past positions?
Example: did you attack the person and not the problem or difference of opinion.
- Insert your own reflection questions here.

Research—Be very detailed, the more detail the better the search process.

- Check out on-line job websites like indeed.com and customize your search to your criteria.
Example: do you want to work remotely; do you prefer to be in a physical location, or a combination of both?
- Check out company websites for benefit information pertinent to your situation.
Example: does the company provide a 401k and better yet, do they match contributions?
- Talk to people! Or as it's called in professional speak—networking.
Example: your friend Julie works at XYZ Corporation or knows somebody who does. Find out what the real company culture is not just what is advertised, they really can be different things.
- Go back to your reflection questions often to keep you guided on the right track.
Example: Was working from home a main criterion for you? Are those the job search criteria you are focusing on?
- Insert your own research questions here.

Reaction—The main part of this word is: A→C→T→I→O→N

- Apply to jobs that fit the 75/25 percentage of match. There will be no perfect job match.
Example: you can work with or negotiate 25% of the criteria that does not meet your ideal.
- Customize every resume and cover letter to the specific job applied for.
Example: Every employer will be looking through their eyes of what matches you to their qualifications.
- Keep detailed records of your employment search for constant review & revision of process.
Example: an excel spreadsheet with dates, mode of application submission and result—did you get an interview, no response, not the right fit.
- Have fun with the process; shoot for the moon.
Example: apply for jobs where your life skills are transferrable. If you don't hit the moon, you may at least catch a falling star.
- Insert your own reaction-actions here.