

## Preparing for the Job Hunt: The Essential Checklist

- Acknowledge your feelings
- Regroup – answer these questions
  - What do you like to do?
  - What do you NOT like to do?
  - What did you like about your previous jobs?
  - What did you NOT like about your previous jobs?
- Self-Assessment
  - Identify cross functional skills
  - Rank your skills
  - Ask for feedback from others
  - <https://www.monster.com/career-advice/article/best-free-career-assessment-tools>
  - [Myers-Briggs](#)
  - [http://tests.marketpsych.com/test\\_question.php?id=13](http://tests.marketpsych.com/test_question.php?id=13)
  - <http://www.funeducation.com/Tests/PersonalityTest/TakeTest.aspx>
  - <https://discprofile.com/>
- Financial Assessment – review the following
  - Monthly expenses including activities
  - Ways to reduce expenses
  - Immediate and semi-immediate availability of savings
  - 401k/IRA and any penalties
  - Consult Your Financial Advisor/Accountant
- Organization/Tracking
  - Get a Calendar
  - Networking opportunities - <https://www.landingexpert.com/landing-expert-list-search-location/>
  - Organization/industry meetings
  - Create a job submission tracker
  - Create a recruiter tracker
  - Create a list of training
  - Identify salary requirements
  - Identify travel requirements/limitations
- Resume - include
  - Word cloud apps – use these apps to find keywords then build them into your cover letter, t-letter and resume
    - <https://tagcrowd.com/>
    - <https://worditout.com/>
    - <http://www.wordle.net/>
  - Summary
  - EVERY job you've ever had
  - EVERYTHING you ever did
  - Certifications and/or licenses
  - Education

DISCLAIMER: This list is not an endorsement of any internet site, book, company and/or person mentioned in the list above.

## Preparing for the Job Hunt: The Essential Checklist

- Technical Skills
- Publications and/or presentations
- Volunteer groups
- Format a version to share during an interview
- Format a version to upload to Application Tracking System (ATS); simple little formatting
- <https://www.canva.com/templates/resumes/infographic/> - Infographic resume, visual representation of resume
- <https://www.jobscan.co/> - compare resume with job description, if you add more keywords from the job description to your resume then you'll have a better return
- Additional Documents – these docs can capture information that can be reused and/or copied-pasted into different forms/apps
  - Professional Objective – this can be shared with friends, family and colleagues
  - Cover letter template - <https://www.livecareer.com/quintessential>
  - T-letter template
  - A thank you letter template
  - Copy of relevant presentations/publications you've created/delivered; ensure it does not include any confidential/proprietary information
  - List of questions for the interviewers
  - Answers for standard interview questions
  - Personal info, i.e.
    - Address
    - Phone number
    - Email address
    - LinkedIn account
    - Certification ID#
  - Previous company info
    - Address, phone
    - Previous/last manager's name
    - Previous salary
  - College info
    - Degrees
    - Mailing address
    - Transcripts
  - Salary
    - Ranges
    - Requirements
    - Health care
    - 401k
    - PTO
- Brand yourself
  - Google yourself
    - Google/alerts
  - Check for information about yourself on specific sites
    - NAME SITE:URL, i.e. Valerie S Williams site:Linkedin.com

DISCLAIMER: This list is not an endorsement of any internet site, book, company and/or person mentioned in the list above.

## Preparing for the Job Hunt: The Essential Checklist

- Elevator speech – steps to help you create your statement
  - List three of your values-guiding principles you live by that you want to demonstrate or satisfy in your career
  - What strengths, knowledge, skills and experience do you already have that are consistent with your values? List up to five of your key strengths.
  - Thinking about your values, strengths, and other attributes, use this information to draft your personal brand statement.
- Professional email
  - Avoid descriptions that will date you, nicknames, parental info (mom/dad), etc.
  - Use an updated mail server, i.e. gmail, yahoo, vs. AOL or Prodigy
  - If you switch internet providers make sure you download the names before hand
- Business cards
  - Consider using the back to add keywords and/or a line item for people to note when/where they met you
  - <http://www.vistaprint.com>
  - <http://www.staples.com/>
  - <https://www.moo.com/us/>
  - <https://www.4over4.com/>
- Personal website
  - <https://brandyourself.com/>
  - <https://about.me/>
- Profile pictures
  - <https://www.photofeeler.com/> - upload multiple pictures and people will provide feedback on them
- Social Media Accounts
  - LinkedIn
  - Twitter
  - Instagram
  - Facebook
  - Meetup.com
  - YouTube
  - Pinterest
  - Google+
  - Flickr
  - SlideShare
- Create Sample Documents that can be shared to represent what you can do
  - Microsoft Project plan
  - Microsoft Power Point presentation
  - Microsoft Excel spreadsheet/chart
  - Marketing plan
- Job search sites
  - NJ Book of lists – can be found/accessed in the library, list of all of the businesses in NJ
  - Anthology.com (previously Poachable.com) - <https://anthology.co/>
  - Dice - <https://www.dice.com/>

DISCLAIMER: This list is not an endorsement of any internet site, book, company and/or person mentioned in the list above.

## Preparing for the Job Hunt: The Essential Checklist

- Indeed - <https://www.indeed.com/>
- Meetup - <https://www.meetup.com/>
- Monster - <https://www.monster.com/>
- StartUpHire - <https://www.startuphire.com/index.html>
- The Ladders - <https://www.theladders.com/>
- Twitter - <https://twitter.com/>
- Moonlighting - <https://www.moonlighting.com/>
- Imperative - <https://www.imperative.com/>
- Fiverr - <https://www.fiverr.com/>
- Training – take any/all training even those you think you know, you can always pick up a tip; some of these require membership to use
  - Library card
  - Mercer County, <https://www.mcl.org/>
  - [eLibraryNJ.com](http://eLibraryNJ.com)
  - [HooplaDigital.com](http://HooplaDigital.com)
  - NJ One Stop Career Center with Unemployment - [http://careerconnections.nj.gov/careerconnections/plan/support/njccsites/one\\_stop\\_career\\_centers.shtml](http://careerconnections.nj.gov/careerconnections/plan/support/njccsites/one_stop_career_centers.shtml)
  - Ready to Work NJ (6 months or more unemployed may allow you to get funding for training with justification/reasoning), i.e. <https://rtwnj.org/>
  - YouTube.com - <https://www.youtube.com/>
  - Lynda.com - <https://www.lynda.com/>
  - Microsoft Support - <https://support.microsoft.com/en-us>
  - Udemy.com - <https://www.udemy.com/>
  - Skillsoft.com - <http://www.skillsoft.com/>
  - Ted Talks - <https://www.ted.com/talks>
  - TedMed.com - <http://www.tedmed.com/>
  - edX.org - <https://www.edx.org/>
  - MOOC - <https://www.mooc-list.com/>
- Videos
  - Re-invent:
    - <https://www.youtube.com/watch?v=h1rHVRJitVo>
    - <https://www.youtube.com/watch?v=gNiKVrvSHDg>
  - Amy Cuddy: Fake it 'til you make it: <https://www.youtube.com/watch?v=RVmMeMcGc0Y>
  - Matthieu Ricard: 5 Ways to be Happy with the Happiest Man on Earth: <https://www.youtube.com/watch?v=Xu2Oz1kGrjI>
  - Amy Cuddy: Power Pose [https://www.ted.com/talks/amy\\_cuddy\\_your\\_body\\_language\\_shapes\\_who\\_you\\_are](https://www.ted.com/talks/amy_cuddy_your_body_language_shapes_who_you_are)
- Prepare for an Interview
  - Printed copies of resume and t-letter
  - Learn about the company and interviewer
    - <http://resource.referenceusa.com/>

DISCLAIMER: This list is not an endorsement of any internet site, book, company and/or person mentioned in the list above.

## Preparing for the Job Hunt: The Essential Checklist

- [http://www.njstatelib.org/services\\_for\\_libraries/statewide\\_services/jerseyclicks/](http://www.njstatelib.org/services_for_libraries/statewide_services/jerseyclicks/)
  - Questions you want to ask
  - What you do/do not want to do
  - Select several outfits, wear your favorite color or the color of the company you're interviewing with
  - Test drive the route
  - Skype / Zoom
- [YouTube: How to Look Good in Skype Interviews](#)
- Stress Reducers
  - GroupOn
  - Music
  - Sports
  - Movies
  - Books
  - Dancing
  - Exercise
  - Photography
  - Pets

### **Suggested Books to read from other presenters:**

- Exponential: James Hewitt
- Exponential Leadership: Doug Johnston
- Bird by Bird: Anne Lamott
- Steal Like an Artist: Austin Kleon
- The Checklist Manifesto: Atul Gawande
- The First 90 days: Michael D. Watkins
- Personality Poker: Stephen M. Shapiro
- The Power of Why: C. Richard Weylman
- Strength Finder 2.0: Tom Rath
- Delivering Knock Your Socks off Service: Performance Research and John Bush
- Twitter for the Job Search Guide: Susan Britton Whitcomb and Chandlee Bryan
- Networking for the Job Search and Career Success: Michelle Tullier
- Never Eat Alone: Keith Ferrazzi and Tahl Raz
- The Brand You 50: Tom Peters
- How to Set Your Fees and Get Them: Kate Kelly
- Your Ultimate Success Plan: Tamarra Jacobs
- The Art of the Flirty Cover Letter: Nick Fox
- The Influential Actuary: PCC David C. Miller MS
- Emotional Intelligence: Daniel Goleman
- Second Acts: Stephen M Pollan and Mark Levine
- The Woman's Guide to Second Adulthood: Suzanne Braun Levine
- Exponential Organizations: Salim Ismail and Michael S. Malone

DISCLAIMER: This list is not an endorsement of any internet site, book, company and/or person mentioned in the list above.

## Preparing for the Job Hunt: The Essential Checklist

- The Trick to Money is Having Some: Stuart Wilde
- The Big Leap: Hendricks Gay, PhD
- Transitions: Make Sense of Life's Changes: William Bridges
- LinkedIn Makeover: Donna Serdula
- LinkedIn Marketing, An Hour a Day: Viveka von Rosen
- LinkedIn for Business: Ted Prodromou and James Malinchak
- Bold: Peter H. Diamandis and Steven Kotler
- Living in More Than One World: How Peter Drucker's Wisdom Can Inspire and Transform Your Life: Bruce Rosenstein
- Rich Dad, Poor Dad: Robert T. Kiyosaki
- The Automatic Millionaire: David Back
- Arthurs weren't provided for these books and there were too many returned during my search
  - What you resist persists: ???
  - Life reimagined: ???
  - Give and take: ???
  - The brand called you: ???
  - Critical Thinking: ???
  - Do what you are: ???