

## **Job Search Checklist for a Virtual World: A Blended Approach**

Looking for a job can feel overwhelming, so it helps to set up a *Job Search Checklist* into manageable categories/steps. Keep in mind, you don't have to do everything in order; you may want to start working on your resume, look at additional training or create/improve your LinkedIn Profile. Check off as many of the below categories/steps as you can and you'll be well on your way to a new job opportunity. **Good Luck!**

### **1. Start Your Job Search with You In Mind:**

- Self-Assessment: What are my Interests, Personality, Abilities, Talents, Work Values?
- List out your work experience, accomplishments, education, volunteer
- Determine your Skills: Work Content (Specific Knowledge), Transferable Skills (Take to another field/job),
- Self-Management (What you're good at and enjoy)

### **2. Exploring Careers-Figure Out Where You Want To Work:**

- Identify/evaluate two or three careers/jobs you plan to pursue
- Determine if you need a Credential/Certifications with Short-Term Training to get you back into the workforce
- Research- Outlook of Jobs, Industry, future
- Target 10 employers for the type of work you're interested in
- Know what kind of job you're qualified for: entry-level, management, skilled work, etc.

### **3. Get the Basics in Order- First Things First:**

- Resume- Good or improve; tailor your resume and cover letter to each job you're applying for
- Letters- Cover Letter, Thank-You
- References- Find three people who can be your references
- Dress-Have at least one very nice, professional-looking "interview" outfit
- Make sure your voicemail message, email address and LinkedIn are professional
- Clean-Up all Online profiles & Social networking Sites
- LinkedIn- Update your Profile; ask people to write recommendations for you, join groups

### **4. Practice, Be Proactive and Practice Some More:**

- Plan answers to common interview questions or attend a virtual mock interview session
- Create a short speech designed to sell yourself to employers; it's your 30 second elevator speech
- Develop a 2 minute verbal marketing presentation to tell your story while networking or interviewing
- Search out networking groups: online, industry, alumni, professional groups
- Consider volunteering to hone in on virtual job preparedness; employers like to see you're staying busy

### **5. Utilize Your Resources-Hidden Gems for Online and Virtual Preparedness:**

- Utilize your local American Job Center to find out what FREE Job Search resources can help with your job search
- Attend Online Webinars for the most up-to-date Virtual Preparation (Local AJC, YouTube)
- See if you're eligible to receive Workforce Innovation and Opportunity Act (WIOA) Career Programs and Services
- Community Colleges, Community Resources, Faith-Based Services (For webinars, free classes, job readiness events)

### **6. Start and Continue Your Job Search:**

- Online Job Searches, Seek out virtual career fairs and companies recruiting online
- Research organizations, industries, read Company Annual Reports, Trade Journals for trends, future happenings
- Upload your resume online, make sure you have the most current resume for the Applicant Tracking System(ATS)
- Use your friends or network of contacts to search for employment
- Follow-up on every job you find as soon as possible, send thank you notes
- Consider Part-Time work, consulting, volunteering, internships
- Learn about new industries: read blogs and professional journals, look up professional associations online