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| Job search  strategy checklist |

Over the years, many professionals have asked “How do I get started?” or “What should I do first?” This checklist, created in response to these questions, is designed to act as   
a step-by-step guide as you prepare and execute a comprehensive, targeted job search strategy. Included in the checklist are a variety of search channels and recommendations on how to best leverage them. The guide also contains recommendations relevant to the interviewing and offer evaluation stages of your search. Recognizing each search is unique, we recommend you customize the checklist to suit your personal situation.

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| The journey begins:  Where have you been and Where do you want to go? | Action | Date completed | Next steps |
| Prior to search, acknowledge and work through impact  of job loss or job change on your emotions. Write out a summary of your accomplishments at your past job and celebrate your successes. Mobilize a personal support team and ask for their help during the ups and downs of the search. | Example: Take a few days off to process everything | 6/20/16 | Inform friends/family of job loss; ask for their support. List recent accomplishments and reflect on how they will benefit job search. |
| Establish job search parameters including ideal job/s and “Plan B” options through career assessment and/or filtering exercises. |  |  |  |
| Determine realistic timeline for search based on job parameters, market conditions, location, finances, etc. |  |  |  |
| Contact your local unemployment agency to determine eligibility for various assistance programs. |  |  |  |
| Finalize branding of resume with your coach. |  |  |  |
| If applicable, create a detailed list of projects or sample portfolio to supplement resume. |  |  |  |
| The journey begins:  Where have you been and Where do you want to go? | Action | Date completed | Next steps |
| Finalize branding of templates for cover, networking and thank you letters. |  |  |  |
| Finalize branding of elevator speech, networking handbill and/or card. |  |  |  |
| Establish list of references. Reach out to these individuals to obtain permission and share job search goals. |  |  |  |
| Create organization system for search activities: track where resume was sent/when, events attended/calls made, the outcome, follow up needed. |  |  |  |

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| How do you get there:  Networking | Action | Date completed | Next steps |
| Document current network – be broad, include where they work and how they might help. | Example: Used networking tool from the online Roadmap to document current network. | 6/25/16 | Brainstorm with coach on creative ideas, decide how best to connect with them, messaging. |
| Create list of target companies of most interest to you utilizing info from network and sources such as Fortune, Reuters, Forbes, AARP and diversity organization lists. |  |  |  |
| Identify and prioritize key networking contacts, including those who are connected to your target list of companies, those who are in positions of influence, and those in your desired field. |  |  |  |
| Leverage current network, Deloitte’s official alumni and employee LinkedIn group, college/university alumni directories, etc. to update, add to list and to fill in key company/network gaps. |  |  |  |
| For each contact, determine best way to approach, questions, and your “Ask” for initial communication. |  |  |  |
| Reach out to your network. |  |  |  |
| As meetings or informational interviews are scheduled; prepare specific questions, and your “Ask.” |  |  |  |
| Check university alumni programs, professional organizations, diversity organizations, and local job clubs for upcoming live networking events or job fairs. |  |  |  |
| Determine the likely audience at these events; prepare customized elevator speech, have marketing materials ready. |  |  |  |
| Attend a target of one live event per month. |  |  |  |

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| How do you get there:  Internet | Action | Date completed | Next steps |
| Clean up existing Internet presence: remove old resumes, review personal info on social medial sites - would you want potential employers to see it? | Example: Remove outdated resumes from Monster. Deleted pictures  from Facebook and Instagram. | 6/28/16 | Search for any other old resumes that are still posted. |
| Create or update profile on LinkedIn.  Seek out new contacts. Ask network for LinkedIn recommendations or endorsements and reciprocate. Join groups on these sites that are related to area of experience and scan message boards for information indicating company may have a “hidden” job. Respond to questions on message boards to build reputation as SME. |  |  |  |
| Research job boards to leverage: Indeed, LinkedIn, Monster, CareerBuilder, SimplyHired, JobFox, etc. Search for positions and potentially post resume. |  |  |  |
| Create automated search strings (when possible) or bookmark major job boards and search for positions weekly. |  |  |  |
| Research niche job boards to leverage: technical, location specific, diversity, industry, government, not-for-profit, contract/freelance, etc. Search for positions and potentially post resume. |  |  |  |
| Bookmark target company career pages – search for jobs weekly. Created saved searches (if possible). |  |  |  |
| Review MarkeplaceJobs Dashboard for opportunities shared with the Deloitte alumni network. |  |  |  |
| Identify professional organization web sites that offer resume posting and job listings. |  |  |  |
| Post resume/s, search for jobs weekly  on professional organization web sites. |  |  |  |
| Tap into university alumni organization/s’ web sites’ resume posting and job lead functions. |  |  |  |
| Upon identifying and applying to any position  on-line, attempt to identify someone in your network who can also present you personally  for the position. |  |  |  |

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| How do you get there:  Search firms | Action | Date completed | Next steps |
| Reach out to network to identify appropriate search firm/s with which to partner. | Example: contacted 10 people within my network to ask about reputable search firm recruiters. | 7/1/16 | Follow up with those I do not hear back from; reach out to suggested recruiters. |
| Prepare a list of questions for the search firm recruiter to establish their ability to help you. Include questions relative to their expertise, company connections, industry and salary trends they are seeing. |  |  |  |
| Prepare high level overview of job search parameters, salary expectations, process expectations and time line to be shared with the recruiter. |  |  |  |
| Reach out to search firm recruiters to schedule initial meeting, ideally in person to ask questions, provide information on your job search targets and goals and to determine fit. |  |  |  |
| If working with multiple search firms, decide how they might vary their focus as not to duplicate efforts: contract vs. perm, city vs. suburbs, etc. |  |  |  |
| If an unknown recruiter contacts you based on your posted resume or a position you applied to on-line, conduct same initial interview to determine fit. |  |  |  |
| Check in with search firm recruiters to stay  “top of mind.” |  |  |  |

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| Advancing towards opportunities:  Interviewing | Action | Date completed | Next steps |
| Review resume in detail— know every fact/story behind every statement. | Example: sat down with resume for two hours reviewing content, documenting details of bullet statements | 7/8/16 | Reach out to coach to schedule mock interview. |
| Reflect on past interviews— what did/ did not go well, adjustments to make. |  |  |  |
| Work with coach to craft responses to frequently asked questions: why did you leave your last employer, salary history and expectations, strengths/weaknesses, etc. |  |  |  |
| Behavioral Interviewing prep: make a list of skills companies are universally looking for: leadership, initiative, creativity, strong communication skills, etc. |  |  |  |
| Behavioral Interviewing prep: print out job descriptions of positions you have applied for – highlight other key skills. |  |  |  |
| Behavioral Interviewing prep: work with coach to craft stories that coincide with the skills on the lists – follow the CAR format. |  |  |  |
| Advancing towards opportunities:  Interviewing | Action | Date completed | Next steps |
| Write out responses to all FAQ and behavioral questions and practice delivery out loud. |  |  |  |
| If working with a recruiter or HR Manager, check with them to see what to expect at interview, titles of interviewers, style of interviewing used, etc. |  |  |  |
| Go to company web site or other sites such as CNNMoney, Forbes, Inc. or The Wall Street Journal and research company. Leverage your coach for detailed company research/reports. |  |  |  |
| Research issues the company is experiencing due to its own actions or external trends. Prepare several statements of how your background can help address the issue(s). |  |  |  |
| Research each interviewer on social media sites. Note their past jobs and school affiliations; look for natural links between their background and yours that can be used to “humanize” you during the conversation. E.g., “I noticed that we both run marathons. What is your favorite race course?” |  |  |  |
| Prepare questions for the interviewers which are appropriate for his/her role. |  |  |  |
| For phone screens, have notes in front of you for the call. Use land line, block call waiting. |  |  |  |
| If it is an in-person interview, print out hard copy resumes to bring with you. |  |  |  |
| Ask interviewer for business card, send thank-you email within two days. |  |  |  |

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| Advancing towards opportunities:  Status updates | Action | Date completed | Next steps |
| Check in with coach to discuss status updates, adjustments that need to be made. | Example: coaching call today; updated on interview status | 7/12/16 | Call scheduled with coach  next week— send e-mail  if offers come in prior to call. |
| Reach out to network and references to share progress. |  |  |  |

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| Reaching your destination:  Offer consideration, unpacking and settling in | Action | Date completed | Next steps |
| List pros/cons of each offer. Does the role coincide with your original job search parameters? | Example: listed pro/cons of pending offer. | 7/20/16 | Review list with coach, trusted contacts, family. |
| Explore all tangible and intangible aspects of the role: salary, benefits, PTO, paid training, tuition, level of travel, location, advancement possibilities, etc. |  |  |  |
| Circle back with your network to share the good news and thank them for their assistance. |  |  |  |
| Upon accepting a position, let your Transition Assistance coach know where you landed. Update status with Deloitte as outlined in any separation instructions received. |  |  |  |
| Before starting new position, read section on a successful transition in the last step of the Transition Assistance Roadmap. |  |  |  |



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