

Job Search Actions Checklist

Are you:

- Spending a minimum of 25-40 hours a week in job search activities?
- Taking at least 5 job search actions a day towards your goal?
- Using Linked In?
- Posting and updating your resumes on Monster, CareerBuilder and HotJobs?
- Using www.indeed.com and www.simplyhired.com for searches?
- Reaching out to a minimum of 25 contacts a week?
- Compiling a list of 25-75 companies in your target area who hire people with your skills?
- Researching contacts within the companies you are targeting?
- Updating your resumes to match keywords listed in the job posting for which you are applying?
- Sending your resumes out to the 8-10 people you would use as employment references?
- Registered with 3-5 (minimum) search agencies relevant to your career goals?
- Taking time to carefully review the JAM job leads on Linked In and reaching out to the contacts?
- Prepared to briefly state reason for leaving last company without any trace of negativity?
- Prepared to answer the new mainstream interview question, “How have you spent your time while you were out of work”?
- Attending professional association meetings?
- Taking classes, reading books, and publications to keep your skills and industry knowledge up to date?
- Carefully preparing for interviews? Here is a link to our winning interview preparation guide: http://www.saint-mikes.org/pastoralcare/JAM_JobPreparation.pdf
- Following up on each and every position you can?
- Believing in your success, practicing positivity and keeping excuses in check?

“We are what we repeatedly do. Excellence, therefore, is not an act but a habit.” – Aristotle