

Job Search Checklist

- I know my strengths (curious, creative, analytical, process oriented, quality-minded, hard-working,....)
- I have used the many resources available to me to understand and refine my strengths
- I know what tasks come naturally to me, energize me and where I do well (Ease, Energy, Excellence)
- I have narrowed my job search to one industry and type of role
- I know what my ideal company/ organization is like (small, med, large, established, innovative, etc.)
- I know what environment or culture best suits me (structured, entrepreneurial, individual work, team work, creative, etc.)
- I can communicate my best contributions to an employer
- My resume includes the impact I made in each job with measures that matter
- I have received feedback on my resume and am happy with the way it reads
- My Linked In profile is informative and intriguing
- My Linked In profile is near 100% complete, including a summary that reflects my personality and/or the industry and has well written recommendations from the right people
- I have at least 3 stories about my accomplishments
- I can clearly and concisely tell my career story, including all transitions or problem areas
- I have a daily plan for my job search
- My daily plan "IS SMART"
- I am following my plan daily
- I am ready to start strong and finish stronger in my next chapter!

Start Strong, Finish Stronger: Your Best Self in Your Next Chapter

Know Yourself

Know Your Strengths

DISC & Other Assessments
Ease, Energy, Excellence

Plan Your Work

Define Your Strong Career

The 4th E: Experience
Think Out of The Box
Strengths in Action

Develop Your Tools

Resume
Linked In Profile
Questions
Stories

Work Your Plan

The Solution IS SMART

I mpact	S pecific
I nformation	M easurable
I nspiration	A chievable
S trengths	R ealistic
S trategies	T imely
S upport	

No Road is Easy
Your Strengths Help You do it with Ease
Learn as you Grow

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My Notes

My Action Plan