

Job Hunting Checklist

Finding yourself out of a job can be a very stressful and confusing. Follow the steps outlined below and start making lemonade out of lemons!

1. Sign up for COBRA benefits, which include continuation group health care coverage for plan participants and certain family members, if desired, within 60 day window (applies to organizations with 20 or more employees). Learn more about the new Federal COBRA subsidy at the 360financialliteracy.org site

2. Get your finances in order and conserve your resources - [learn more](http://360financialliteracy.org) at 360financialliteracy.org

3. Decide where to take your career next and consider:

- [Differences](#) between working in industry, in government or for a non-profit organization.
- Think about going back to school. Check with your local Community College or University to find out if they offer any re-training programs.
- Investigate career counseling and/or skills training programs offered at local organizations or state and city government agencies (try <http://www.doleta.gov/layoff/workers.cfm> first)

4. Researching financial assistance options for re-training and education - start at: <http://www.careeronestop.org/ReEmployment/>

5. Develop a personalized job search strategy based on the results of step 3

- Plan search activity every day - searching is your occupation now
- Create and track weekly activity goals
- Keep good notes of everything you do

6. Build an effective resume

- Go to www.Bavooka.com and build your ***Bavooka Bio***
- Pay attention to details, grammar and consistency throughout
- Be honest
- Eliminate information that does not support your goal
- Summarize early employment responsibilities if you need space
- Use action and self-descriptive words
- Plan on crafting several drafts
- Remain tasteful and avoid fancy folders and envelopes
- Do NOT include references or salary or personal (e.g. marital status, children) information

7. Cover letters

- Make certain it reflects you as accurately as possible
- Personalize it to the specific position and/or company
- Be specific and concise

8. References

- Develop list of names and gain permission from each
- Gather all relevant contact information for future use on applications
- Give a copy of your resume to each reference
- Discuss your goals and desires with references

9. Networking - *many positions are unpublished and often who you know will open doors*

- Watch the networking tutorial at www.Bavooka.com
- Reach out to co-workers, firm alumni, friends, relatives, business associates, bankers, lawyers, doctors, dentists, trade associations, club members, professors, fellow volunteers, small business owners
- Schedule informal coffee meetings, lunches or informational interviews
- Deliver a copy of your resume at each meeting
- Discuss your goals and career interests
- Get something from every discussion, such as advice, a new contact, the name of a hiring organization
- Follow-up periodically and professionally
- Develop a network on professional networking sites, such as [LinkedIn](https://www.linkedin.com)

10. Post your resume on a handful of respectful job search sites

- Research job openings listed with your state society
- Explore newspaper and on-line want ads with a variety of search criteria
- Contact your University's career office
- Consider the recruiters/search firms with whom you have a good relationship
 1. Be honest about your goals and requirements
 2. Follow your gut and trust your instincts
 3. Only go after the right jobs (Insist that you must give approval before your resume is sent to any company.)

11. Interviewing

- Check out helpful articles at <http://economy.aicpa.org/> like [Overcoming the 'Overqualified' Label](#)
- Practice:
 1. Points you want to be sure to cover in the interview
 2. Anticipated, basic, behavioral and other interview questions
 3. Questions you'd like the interviewer to address

4. Being able to explain anything on your resume
 5. Giving thorough answers that are to the point
 6. Being positive, smiling and being physically comfortable
- Dress the part - professional, classy and current
 - Review the job description
 - Gather all materials you may need (e.g. resume, company research)
 - Arrive a few minutes early
12. Always send a thank you note after an interview
13. Evaluating positions and offers
- Ask questions
 - Consider if the responsibilities, resources, performance measures and company culture meet your goals and mesh with your personality
 - Be professional and open when deciding between offers
 - Check out the tutorial at www.Bavooka.com about negotiating an offer
14. Decline an offer in a diplomatic and positive way (verbally and written)
15. Stay positive and manage your stress:
- Surround yourself with family and friends
 - Share your feelings, challenges and triumphs with those who are close to you
 - Treat yourself to small rewards at the end of each week or after each interview (e.g. a specialty coffee, movie, or extraordinary snack)
 - Exercise daily or find an activity that helps to clear your mind
16. Register for unemployment benefits at <http://www.unemployment-benefits.org/> as soon as you are eligible.
17. Helpful links for resources - use these web sites to research interview questions, ideal resume and letter formats, job ads, career mapping, salary comparisons, search tips and more...

www.Bavooka.com

www.Monster.com

www.Job.com

www.Vault.com

www.CareerBuilder.com

www.simplyhired.com

<http://www.filife.com/guides/layoff-help-center>

www.HotJobs.Yahoo.com

<http://www.layoffsurvivalguide.com/index.html>