The job search process is complicated, exhausting, often frustrating, occasionally exhilarating and highly unsystematic. Your success rate will improve if you set goals and objectives, develop a plan, be prepared and stay organized.

The Next Steps Canada 10-Step Job Search Checklist has been developed to provide a practical framework for you to conduct a well-organized job search that will help you achieve success.

| Step 1: Self Assessment | • Identify interests, values and your unique characteristics.  
| | • What do you like to do? What do others think about you?  
| | • Categorize your skill set. Recognize your accomplishments.  
| | • Define your limits? Work environment? Geography? |

| Step 2: Research and Explore Career Options | • Research your industry of interest. Is it heading towards growth? Can your skills be utilized to address its challenges?  
| | • Start by making a list of 10+ people who you have worked with and "like you". Find out what they are up to -- ask questions, be curious.  
| | • Set up a support network of family, friends and past colleagues who you could call to ask for support. |

| Step 3: Get Organized | • Develop your resume(s), cover note, thank you note.  
| | • Ensure your resume highlights your skills, accomplishments and how you fit with a particular role.  
| | • Create or update your LinkedIn profile. Make sure your social media is reflective of what you want people to know about you. |

| Step 4: Target Your Efforts | • Target sectors, industries, functions, locations and employers?  
| | • Continually add to your "targetted" list as you learn more about potential employers and opportunities.  
| | • Eliminate those organizations when you have learned there are no potential opportunities in the short term. |

| Step 5: Network, Network, Network... | • Think of anyone who could be a contact. Don't limit yourself.  
| | • Be prepared. Why do you want to talk to them? Make sure you know!  
| | • Create a 20-second verbal business card to introduce yourself.  
| | • Join Professional organizations. Volunteer your time and expertise. |
Step 6: Plan Job Search Campaign

- Establish objectives/develop your strategy/set timing.
- Research specific companies from your targeted list.
- Network into those organizations - tapping individuals in your network or social media links.

Step 7: Fill Your Pipeline

- Use the knowledge you have acquired about opportunities, companies and industries and be more targeted in your efforts.
- Be proactive with contacting companies you have targeted.
- Set weekly goals to measure how many new contacts you will make, how many new companies you will add to your targeted list, how many resumes you will submit.

Step 8: Interview Preparation

- Do your background research!
- Know who is interviewing you?
- Distinguish yourself in some positive way from other candidates.
- Be extremely familiar with the job description and how your skills, background, experience match up with their needs.
- Convey a high level of energy and a sense of urgency.

Step 9: Re-evaluate/Revise Strategy

- For most job seekers, the search process is more like a marathon than a sprint – be prepared for ups and downs.
- On a regular basis, review your progress, activity level and results - decide if you need to adjust your strategy or tactics and increase your activity level.
- Maintain your overall health and well-being. Reach out for assistance from friends, family or professional advisors.

Step 10: Stay Organized

- Keep track of all activity and all contacts.
- Follow up with those in your network or those who have been a part of your search regularly.
- Remember to be generous and appreciative.
- What goes around, comes around...

Next Steps Canada offers professional consultation services to individuals currently facing or contemplating job or career transition.

Contact Us to Learn More ...

Ask for Martin Kingston at 416 479-8208

martink@nextstepscanada.com

www.nextstepscanada.com