

2023

Job Search

PLANNER & CHECKLIST



CONGRATULATIONS ON STARTING YOUR SEARCH FOR YOUR NEXT GREAT JOB OPPORTUNITY!

This Job Search Planner & Checklist is built to serve as a step-by-step guide to take the stress out of your job search and help you land more interviews.

First, you'll learn what to do once you've decided to look for a new job – from setting up your iHire profile to cleaning up your social media accounts. Next, you'll explore career paths, identify your strengths and weaknesses, and analyze your skills. Then, you'll discover best practices for preparing a professional resume and cover letter, building a strong personal branding statement, managing your time, acing your interviews, and more. Along the way, you'll see links to additional resources and templates to keep you organized and save you even more time.

By downloading this planner, you're already off to an excellent start – let's get going!

How to Use the Checklist:

To use the DIGITAL checklist, download and save the .pdf file to your computer or phone. After you've made some progress and are ready to complete a step, just select the checkbox. Don't forget to save the document before closing.

If you want a HARD COPY of the checklist, download and print the .pdf. Keep the digital version handy so that you can access the supplemental resources that are provided.



Table of Contents

Preparing for Your Search	4
Clarifying Career Objectives	5
Resume Writing & Cover Letters	6
Personal Branding & Social Media	7
Job Search Strategies & Networking	8
Interviewing	9
Job Offers & Salary Negotiations	10
Additional Job Search Help	11



Preparing for Your Search



Get Organized

Establish a dedicated **home office workspace**.

Set up a new **professional email address** dedicated to this search and record a professional voice mail message.

Create a **job search schedule and goals** (e.g., five applications per day, five follow-up calls or emails per week, three networking events per month, etc.).

Refresh your knowledge of **job search terms**.

Complete Your iHire Profile

Explore iHire's 57 sites.

Complete your iHire Profile, fill in your **iMatch Preferences**, and upload your latest resume (no need to update just yet, we'll help with that step later).

Explore the **iHire Resource Center**.

68.1%

of employers plan to increase hiring in 2023

(source: *iHire's Hiring & Job Search Outlook Report*)

If You Are Unemployed

Research/file for **unemployment benefits**.

Research/apply for health insurance (check out **Healthcare.gov** and/or **COBRA**).

Identify and manage the stages of **job loss grief**.

Make sure to maintain your **emotional and mental well-being** while unemployed.

Follow these **nine tips** to remain productive while unemployed.

Clarifying Career Objectives



Clarify Career Objectives

Use our **Career Clarity Worksheet** to gain a better understanding of your career goals.

Get a new perspective on your skills and potential careers with a few **free online career assessments**.

Complete a **strengths, weaknesses, opportunities and threats (SWOT) analysis**.

Identify **trending skills** while browsing jobs on iHire.

On average, people change jobs every

4.6 years

(source: Bureau of Labor Statistics)

Explore Careers

Take advantage of iHire's **Career Explorer Tool** to discover other career titles and industries that may be a good match for you.

Manage a career change using **iHire's Career Change Toolkit**.

Sign up for a course or two to improve your skills, enhance your resume, and learn something new.

Salary Research

Research salaries for your desired job title and location using **iHire's Salary Research Tool**.

Recession proof your job search by considering these industries: Healthcare, Government, Computers/Information Technology, and Education.

74.1%

of employers predict they will have difficulty attracting qualified talent in 2023

(source: iHire's Hiring & Job Search Outlook Report)



Resume Writing & Cover Letters



Applicant Tracking Systems (ATS)

Get a clear understanding of the way an automated **applicant tracking system** works. Use the **right keywords** on your resume to get past the ATS.

Resume Strategy

Determine which resume strategy will work best for you: **chronological**, **functional**, or **hybrid**.

Try **iHire's Resume Portfolio and Builder**, hire a **Resume Writer**, or use our resume **toolkit**.

Proofread your resume using this **checklist**.

Upload digital copies to your iHire profile and make sure your resume is set to "searchable" (if you want recruiters to find you).

Cover Letter Writing

Make your cover letter brief and to the point with this **template** and **cover letter writing toolkit**.


Upload a digital copy to your iHire profile.

Alternatively, use **iHire's Cover Letter Generator**.

References

Create a list of **references** and networking contacts.

Create a **reference page**.



75%
of resumes are
eliminated by an
applicant tracking
system

(source: CNBC)

Personal Branding & Social Media



Social Media

Find out what's out there by searching your name on Google or any search engine.

Prospective employers will look you up! Get a better understanding of what employers are looking for on **social media**.

Manage your **online reputation** by deleting any embarrassing or potentially compromising photos and posts.

LinkedIn

Create or update your **LinkedIn account**.

Differentiate your **LinkedIn profile from your resume**.

Include a **professional headshot** in your LinkedIn profile.

Join **LinkedIn conversations and groups** to stand out as a job seeker.

70%

of employees got their current job through networking

(source: Zippia)



Personal Brand

Learn how to develop a strong **personal brand**.

Write a **personal branding statement**.

Create an effective **elevator pitch** and practice, practice, practice.



67%

of employers use social media to research candidates

(source: The Harris Poll)



Job Search Strategies & Networking



Online Job Boards

Discover how **industry-specific job boards** help you stand out from the crowd.

Learn how to answer the **“desired salary” question on applications**.

Customize your resume for each job.

Use **iHire’s iScore Resume Match Tool** before applying to jobs to get instant feedback on which keywords are missing in your resume for a specific job ad.

Track and follow up on all of your applications with **iHire’s Job Tracker Tool**.

Temp/Contract Positions & Recruiters

Consider accepting a **temporary or contract position**.

Connect with **multiple recruiters** in your industry.

Networking

Research upcoming networking events (in-person or online) and review these **icebreakers**.

Follow up after a networking event using the **email tips and templates**.

Reconnect with previous co-workers, supervisors, or other contacts via email or LinkedIn with **these templates**.


Build a **target company list** and make connections with people who work there.

Request **informational interviews** with contacts at your target companies or people in your network whose career path aligns with your goals.

Job Fairs/Conferences

Learn how to prepare for a **virtual career fair** and find opportunities at an **in-person job fair**.

79%
of employers plan to
use job boards in 2023



*(source: iHire’s Hiring & Job
Search Outlook Report)*

Interviewing



Interview Prep

Prepare for the job interview by researching the company using this [checklist and worksheet](#).

Download iHire's [common interview questions cheat sheet](#) and rehearse your answers.

Build your interview story bank using the [STAR Method](#).

Maintain professionalism and don't [ghost the employer](#).

Interview Styles & Types

Be prepared for any of these [5 types of interview styles](#) by downloading the official interview guide.

Virtual/Video Interviews – Practice video interviewing and make sure your technology is working using this [checklist](#) to prepare.

In-Person Interviews – Boost your confidence with these [five interview tips](#).

Panel Interviews – Learn how to answer these [panel interview questions](#).

Group Interviews – Be sure you stand out in a [group interview](#).

Acing the Interview

Learn how to talk about your [strengths and weaknesses](#) during an interview.

Ask the hiring manager [smart questions](#) during the interview.

Interview Follow Up

Send thank you notes and follow up after the interview with these [sample scripts and templates](#).

Continue to stand out as the ideal candidate after the interview by [following these steps](#).

Job Offers & Salary Negotiations



Job Offers

Carefully review every job offer and use our worksheet to **compare multiple job offers**.

Research the employer's company culture before accepting a job.

Understand how **background checks** work and what control you have over your information.

If needed, professionally decline a job offer using this **email template**.

Salary Negotiation

Complete the **salary negotiation prep worksheet**.

Follow these **10 steps** to successfully negotiate a job offer. If you find yourself negotiating via email, use these **templates** as guides.

Make sure you understand the differences between **salary and total compensation packages** and how to negotiate **additional benefits**.

Be prepared to effectively respond to **lowball salary offers**.

Job Rejection & Resignation

Respond graciously to a job rejection using this **email template**.

Decide if you will **tell your employer where you're going** when you resign.

Use this template to craft your **resignation letter**.

85%

of people who negotiate a salary offer are successful

(source: Fidelity Investments)



Additional Job Search Help



For more job search tips, toolkits, and templates, visit iHire's [Job Seeker Resource Center](#).

Are you a Premium member?

Schedule an appointment with your Career Advisor for even more personalized guidance. Find your assigned advisor and a link to schedule a call with them at the bottom of your iHire dashboard.

Need further assistance with your resume or cover letter?

Get in touch with our [certified resume writers](#) (Premium members receive 10% OFF these services).

Have more questions or comments?

Reach out to our Customer Success team at CustomerSuccess@iHire.com or (866) 238-0161.

Want the latest job search news? Connect with iHire:



Good luck – we're rooting for you!