



# Job Search Platinum Checklist



By Tammy Homegardner

# My Weekly Job Search Checklist

MON

- Send out 15 new connection requests to people who work for companies you want to work for.
- Send out "Thank You for Connecting" messages.
- Research and find 5 companies you are interested in.

TUES

- Send out "Thank You for Connecting" messages.
- Find Hiring Managers for 5 companies and send messages.
- Organize and begin weekly tasks from today's training class.

WED

- Send out "Thank You for Connecting" messages.
- Find 3 jobs on the job boards and apply.\*
- Send "Follow Up Messages to Hiring Managers of jobs you applied for 2 weeks ago.

THURS

- Send out "Thank you for Connecting" messages.
- Send messages to potential Hiring Managers of jobs you applied for yesterday.
- Find and send connect requests with 10+ recruiters.

FRI

- Send out "Thank you for Connecting" messages.
- Research and find 10+ potential Hiring Managers from LinkedIn search and send connection requests.

# Daily Action Plan

- ✓ Grow your network by sending out 15 to 20 connection requests. Use searches for recruiters in your location and industry and then searches for hiring managers in your location and industry.

## Sample Connection Request Templates:

### **Nancy: (Recruiter)**

Hi Nancy:

I see that you are a Marketing recruiter in the Dallas area. I am interested in talking with you. Can we connect?

[Your Name]

### **Bob: (Hiring Managers)**

Hi Bob:

I see that you are the Director of Marketing at ABC Company. I am interested in talking with you. Can we connect?

[Your Name]

- ✓ Accept your connection requests and send out thank you/welcome message to those new connections. Also, go and endorse each person who connects with you for 3 skills and include asking them to reciprocate and endorse you as well in the thank you message.

## Sample Thank You Templates:

### **Sally: (Someone who works at company you are interested in)**

Hi Sally,

Thank you for the connection. I would love to hear about how you got your job at ABC company. Any information or advice you might have would be appreciated. It seems like an interesting place to work and I welcome your thoughts.

I look forward to hearing back from you.

[Your Name]

**Bob: (Hiring Manager/Recruiters)**

Dear Bob:

I am reaching out to explore potential opportunities you have for someone with my background and qualifications. I have experience in \_\_\_\_\_ and am interested in exploring positions where I can add value to a company in the \_\_\_\_\_ industry.

May we schedule some time to talk about how we might be able to work together on this?

Thank you,

[Your Name]

- ✓ Review your notifications and follow up on them.
- ✓ Respond to all new messages. Being active on LinkedIn and communicating with the people in your network can help you to get more job leads.
- ✓ Comment, like and share a couple posts in your groups. LinkedIn gives weight in their search algorithm for participating in relevant groups on LinkedIn.
- ✓ Comment, like and share a couple status updates on your Home page (feed).

# Weekly Action Plan

- ✓ Search your 3 favorite job boards for at least 5 jobs a week and save them so that you can apply tomorrow. I recommend using LinkedIn, Indeed or ZipRecruiter and a job board in your industry. You can find job boards for your industry by doing a simple Google search.

LinkedIn is a career based social media platform which has made the job search process much easier because it allows you to keep your job search all in one place between your personal profile, allowing you the ability to increase your network size and it helps you to easily connect and message Hiring Manager and Recruiters. I also highly suggest using Indeed for your job search because it is a Job Aggregator. A Job Aggregators are search engines that compile job postings from a wide range of websites, including job boards, into one place.

- ✓ Search for 2 - 5 new companies a week that you might be interested in working for on LinkedIn. Once you get to the company page be sure to 'follow' the company and set up a 'job alert' so you will be notified of any jobs matching your skill set.
- ✓ Apply for the jobs that you are interested in for the week with a customized resume for the position. You want to ensure that you customize your resume for each job that you apply using the job description from the job posting. Creating a customized resume is especially important when it comes to getting passed the Applicant Tracking Systems. If your resume does not make it passed the ATS, it will be automatically thrown out before an actual person even has the chance to see it.
- ✓ When you find companies you are interested in for the week, you should also pull up the 'company directory' on LinkedIn and search for the people who would be your boss or your boss's boss and try to connect with those people. It is also a good idea to follow the companies that you are interested in working for, it will help you to stand out when the Hiring Manger is researching you and the other candidates on LinkedIn.
- ✓ To learn about the company culture, find 1 to 2 people at each company that would be your peers and reach out to connect and network with them.

## Sample Connection Request Templates:

**Sally: (Someone who works at company you are interested in)**

Hi Sally,

I see you work at [Company Name] and I am interested in learning more about the company culture. Can we connect and share ideas?

[Your Name]

- ✓ Go and search for groups and join them. Be sure that most of the groups contain members who would be hiring managers for you and not just your competitors. Groups help to expand your LinkedIn network and make your profile much more visible as all your group members can view your full profile. LinkedIn gives weight in their search algorithm for joining relevant groups on LinkedIn.
- ✓ Make sure you post or comment on your LinkedIn profile and in your groups. Make a schedule and rotate posts for your top 5 groups so that you are posting in each group at least once a week.
- ✓ Go to your Job Tracker Tool (or wherever you keep track of the jobs you have applied for) and be sure you are current on your follow up messages.