



# WEEKLY JOB SEARCH CHECKLIST

Use this to set weekly goals and keep track of the essential job search activities.

ESSENTIAL JOB SEARCH ACTIVITIES	
<b>References arranged/check-in</b>	Line up at least 5 references. You only need to do this once. Keep in touch with your references throughout your job search.
<b>Meeting with manager</b>	Meet a NEW person who could potentially manage you or be your boss.
<b>Follow-up with manager</b>	Follow-up with a supervisor/manager you already met.
<b>Talk to company insiders</b>	Talk to somebody who works in a company you might want to work for.
<b>Networking conversations</b>	Talk to anyone about your job hunt.
<b>Job applications</b>	Job applications you submitted. Focus on jobs posted on company career pages, Indeed.com, and specialty job boards by occupation or industry. Always find a company insider before you apply to get a referral.
<b>Agencies</b>	Contact 3 <sup>rd</sup> party recruiter or staffing agency. Regularly follow-up with agencies you submitted application or resume.
<b>Job interviews</b>	Invited to interview (by phone or in person) for a job you applied to.

## TRACKING

<b>References arranged</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	1	2	3	4	5					
<b>Meeting with Manager</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	1	2	3	4	5					
<b>Follow-up with manager</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	1	2	3	4	5					
<b>Talk to company insiders</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	2	3	4	5	6	7	8	9	10
<b>Networking conversations</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	2	3	4	5	6	7	8	9	10
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	11	12	13	14	15	16	17	18	19	20
<b>Job applications</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	2	3	4	5	6	7	8	9	10
<b>Agencies</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	1	2	3	4	5	6	7	8	9	10
<b>Job Interviews</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
	1	2	3	4	5					

## EVALUATE YOUR PROGRESS

	Good	Better	Best
<b>References arranged</b>	5 completed in the first few weeks.		
<b>Meeting with manager</b>	1	2	Over 2
<b>Follow-up with manager</b>	Depends, but at least get a message to each. Try to contact 1 – 4 times/month.		
<b>Talk to company insiders</b>	2	3-5	5 +
<b>Networking conversations</b>	3-6	7-10	10 +
<b>Job applications</b>	Apply to as many jobs you are qualified for. 5 is good. If this is all you do 10 is best		
<b>Agencies checked</b>	Any number is good.		
<b>Job interviews</b>	Any number is great.		