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**JOB SEARCH CHECKLIST**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Done** | **Action** | **Optional?** | **Notes** |
| **PERSONAL PREPARATION** |  | Resume |  | Different versions may be required |
|  | Cover letter |  | Different versions may be required |
|  | LinkedIn profile |  |  |
|  | Salary expectations |  | Know your bottom-line |
|  | Search “drivers” |  | e.g., need money, don’t want gap on résumé, want to change fields or relocate, etc. |
|  | Business plan | \* |  |
|  | Writing samples | \* |  |
|  | References |  |  |
|  | Career track 1: |  |  |
|  | Career track 2: |  |  |
|  | Career track 3: | \* |  |
|  | Self-directed assessments | \* | On CRC |
|  | Formal assessments | \* | MBTI and Strong |
|  | Narrative |  | Talking about your search in professional and personal settings |
|  | Setting up your days |  | Recommend 4 hours/day on search, time for execution/networking, time for research and planning for following day |
|  | Self-care |  | Exercise, diet, relationships |
|  |  |  |  |  |
| **IDENTIFYING OPPORTUNITIES** |  | Recruiters – law firm | \* | Best practice: focus efforts through one recruiter |
|  | Recruiters – in-house | \* | Talk to many reputable firms |
|  | Law school career services office | \* | Many offices have someone designated to assist alumni |
|  | Contacts list |  | Brainstorm anyone you can think of to talk to about your search; maintain list in app and format most useful to you to keep track of activities |
|  | Job search objective |  | Looking to target organizations, industries, positions? |
|  | Marketplace assessment |  | Get info from recruiters, contacts, research |
|  | Online job boards |  | Set up searches |
|  | Networking with contacts (could include informational interviews) |  | Always ask for 2 more people to contact and “may I use your name?” |
|  | Following up with contacts |  |  |
|  |  |  |  |  |
| **APPLYING FOR JOBS** |  | Online applications |  | Including desired salary |
|  | “Finding the human” |  |  |
|  | Other applications |  | Through contacts, email/mail |
|  | Interview preparation |  |  |
|  | Telephone or in-person screens |  |  |
|  | Video interviews |  |  |
|  | Formal interviews |  |  |
|  | Non-legal interviews |  |  |
|  | Following-up on applications |  |  |
|  | Getting, evaluating and negotiating the offer |  |  |

