

GET HIRED FASTER & EASIER with

The Job Hunt Checklist

By Catherine Byers Breet



“2 weeks. 6 interviews. 3 job offers. I cannot believe how easy this was! Plus, I’m making more money than I ever have AND I’m not on call anymore. Thank you!” - Mollie K.

Set your stage for success! Most job seekers jump in at the deep end by writing their resume and applying for jobs online ... only to wake up months later, discouraged and overwhelmed. There is a better way! Use this checklist to make sure you have the most critical pieces in place ... in the right order BEFORE you even start to rewrite your resume. See what’s missing, then start working on the missing pieces ... from top to bottom. One more thing: if this list looks intimidating, do not worry! You are not alone! We’ve got answers to all your questions inside the Job Hunt Toolkit at www.arbez.com. Get instant access to all the tools & inspiration you need ... from A to Z.

Goal #1 - Job search readiness

It's the little things that make all the difference in the world ... like staying organized and making sure you present yourself professionally. Set your stage for success!

- I have a job hunt program to follow. Yes, you do! The Job Hunt Toolkit by ARBEZ has everything you need!
- I know what my financial situation is right now & how to protect my money
- I’m organized: have a 3-ring binder (or something similar)
- I’m comfortable using a computer for email and internet search & creating documents
- I have a professional email address (not “cutiepieloveschocolate@msn.com”)
- I have a dedicated phone number (ideally, a cell phone) that only I will answer
- I have a professional voicemail message on that phone number
- Have at least 3 “champions” or friend to support & encourage me (and they know I’m looking for a job)
- I have thank-you cards + stamps ready to send out after meetings & interviews

"12 interviews, 2 offers AND THE JOB I WANTED in just 2.5 weeks! Thank you!" - Paul P.

**SLASH MONTHS OFF
YOUR JOB SEARCH!**
And get the job that's right for you.

Goal #2 - Ditch the biggest barriers to your success

Most job seekers spend hours (or weeks ... or even months!) fretting over writing the perfect resume, networking and interviewing. While those things certainly are important, the truth is that there are other things lurking in the wings which stop most job seekers in their tracks, cause procrastination and unfounded worry. They will drive you to rewrite your resume ten times, stop reaching out to people and sabotage your best efforts ... if you let them. The great news is this: you can easily knock every one of them out of your way and get on to a productive job search.

- I know the Top 10 Company Confessions (from the hiring side of the desk)
**ARBEZ Job Hunt Toolkit online: Confessions video series*
- I know the 4 biggest barriers to job search success *ARBEZ online: Biggest Barriers*
- I know what my biggest fears or worries are (and how those might affect my job search)
- I know why my 30-second pitch is more important than my resume *ARBEZ online: Meet Joe video*

Goal #3 – KNOW WHAT YOU WANT: Explore & plan

Isolate your target job & pick the job that's right for you!

The great news is, your possibilities are endless! The bad news is, if you're not careful that can spell doom for you. You don't have time to run in fifty-nine directions. One of the biggest mistakes job seekers make is this: they think "I'll figure it out as I go along," then wind up months (or years) later thoroughly discouraged because they've been looking in all the wrong places. Relax! There is a better way ... and we're going to show you how.

- I know what I want (specific job title, pay, work/life balance and other important things)
- I know what I do not want (my non-negotiables) *ARBEZ online: Non-negotiables*
- I know my priorities in life & career + I've written them down *ARBEZ online: Scorecard*
- I've charted my work history to identify my strengths & ideal job *ARBEZ online: Career Chart*
- I know that I am fully qualified for the job I want (required skills, experience & education)
- I know the possible gaps (real + perceived) between the job I want and my skills & experience *ARBEZ online: Identify the Gaps*
- I've created a Target Marketing Plan *ARBEZ online: Target Marketing Plan*
 - I know the industries I'd like to work in (and I have written it down or typed it up)
 - I've made a list of at least 5 companies I want to target

Goal #4 - Tell your best story (resume + marketing materials)

Hooray! Hoorah! You're ready to make your resume sing! Or, are you?

Pssst! The guy with the best qualifications is rarely the one who gets the job. The one who gets the job is the one who does the best job of communicating his or her fit for the job. You need a strong resume, but you also need a great personal introduction and target marketing plan. Make sure you're not getting in lost in translation.



Change Your Stripes | Do what you love for a living!

“Thank you! Thank you! Thank you! After 6 months of frustration and failure (not ONE interview!), I used your approach and got my dream job ...at \$20,000 more than I was expecting!” - Susan B.

- Other people understand what I do for a living (and what I want to do)
- I have at least one relevant “STAR” story (proudest achievement story)
- I have a target marketing plan that is written & easy to print or email to other people
- I have a good solid resume that I can send to people when they ask for it
- I have “tested” my resume online & with other people
- I know how to write a good cover letter

Goal #5 - Plan your day (action planning)

Contrary to popular opinion, the toughest (and most critical) part of any job search is not writing a resume, networking or even interviewing. It's knowing what to do, and when to do it ... when you are all alone at home. Action planning is one of the best gifts you can give to yourself. When you wake up every morning to a plan, everything is better.

- I have a daily job hunt action plan (I know my main goals for the day)
- I have a way to track my activity to figure out what's working (and what is not)

Goal #6 - Get a networking plan & use the best tools

SilkRoad Technology studied 13 million applications and 300,000 hires. Only 12% of them got hired by applying through job boards. The rest? Mostly through networking. We want to make sure you have the tools and know-how to find and connect with the people who are dying to hire you right now. Let's see which of the most important networking pieces you already have in place:

- I know how to find the “hidden jobs” and network effectively
- I've started a networking list of people I already know (“The first 50”)
- I've started contacting people on my networking list (to let them know I'm looking)
- I have a LinkedIn profile
- People are responding to me on LinkedIn
- I have a daily LinkedIn action plan

Goal #7 - Know how to work smart online (job boards & social media)

Did you know that indeed.com delivers 6x more interviews than any of the other job boards? This is just one of the things you need to know. You CAN get hired by applying for jobs online, but only if you know how to avoid the biggest traps.

- I know how to find and apply for jobs online (effectively)
- I have posted my resume in at least 5 strategic places
- I have posted my resume to www.indeed.com (It's 6x more effective than all others [SilkRoad Technology 2016])
- I have set up some “job agents” to send me emails the minute a new job is posted
- I know how to avoid the online screening traps
- I know how to clean up my social media footprint & avoid mistakes

“Thanks to your strategy, I didn't just get the job ... but I negotiated

\$16,000 more per year in pay.” - Mary L.

Goal #8 - Know how to interview to win

Hooray! You got an interview. *Now* what? The ARBEZ team has interviewed thousands and hired hundreds of people. Let us teach you how to be the one they cannot wait to hire. Make sure you know how to prep for success, handle the tough questions and follow up like a pro.

- I know how to prepare for an interview
- I know how to handle tough interview questions
- I know how to debrief after an interview (to figure out if it went well)
- I know how to handle references (to make sure they don't sabotage me)
- I know how to follow up after an interview

Goal #9 - Be ready to talk about money, evaluate your offer & negotiate

There is nothing more irritating than a recruiter asking you "How much money do you want to make" just three minutes into a phone interview. Well, get ready for it because they're not going to stop. Learn the best way to prep for the "money talk" and negotiate for what you want.

- I know my compensation history (salary, benefit costs, bonuses + perks)
- I've done online research by looking at salary surveys
- I've spoken with people in my industry about pay & market rates
- I know how much money I am worth in today's market
- I know the minimum amount of money I will accept
- I know how & when to answer the question "How much money do you want?"
- I know how to negotiate a job offer (and ask for more money or benefits)
- I know the difference between full-time, temp, W2 and 1099 pay arrangements
- I know how to evaluate a job offer (and pick the job that's right for me)
- I know how to quit my job without burning any bridges

Goal #10 - Know how to launch for success (the first 90 days)

Hooray! You got the job! That's fantastic. Do you know how to launch for success? The sad truth is that very few companies do a good job of "onboarding" people ... and yet they consider those first 90 days a trial period. Make sure you know how to knock their socks off in the first three months.

- I know how to prepare for my first day of work
- I know how to make sure they like my work in the first 90 days

You can do this! *"You are JUST as smart and talented today as you were yesterday. Don't let a rotten boss or job (or unemployment) make you feel otherwise."* - Catherine Byers Breet

P.S. Feeling overwhelmed? Missing a lot of pieces?

WE CAN HELP! You are not alone! Our **Job Hunt Toolkit online** has everything you need to solve the job hunt puzzle ... from A to Z. Get it now at www.arbez.com.

What's online for you: Webinars | Videos | Templates | Scripts | Samples & More!