Job Search Project Plan and Checklist

Name: _____ Start Date: / / 2010

(Date when you placed the PM hat on your head!)

Complete (√)	Milestones and Tasks	Milestone and Task Delivery Dates
	Defined Goal / Vision (with specific target year)	
	Career Objectives Established (Firm & Possible)	
	Defined Project Plan	
	Path(s) Chosen	
	Identified Competencies (6 - 12)	
	Developed stories to demonstrate/prove Competencies (20+)	
	Developed Reference List	
	Developed Message:	
	Tasks: Verbal	
	Resume(s)	
	Portfolio	
	Job Search Business Cards	
	Leveraged Internet and Recruiters	
	Tasks: Resume on, at least, 12 sites	
	Started using Application Log	
	Created Linkedin account (profile)	
	Connected with, at least, 15 recruiters	
	Utilized a resume blasting service	
	Developed a Marketing Plan	
	Task: Researched Industries and Companies	
	Developed a Networking Strategy	
	Implemented your Networking Strategy	
	Tasks: Identified ALL of your Contacts	
	Placed ALL Contacts in a Contact Log	
	Connected with ALL Contacts	
	Did the Follow-up with ALL Contacts	N/A
	Indentified which Contacts like you and view you as competent	
	Leveraged certain Contacts to provide you with info and DECISION MAKERS' NAMES	N/A
	Identified existing Categories that Contacts are in	
	Identified new Categories that will enable you to add new contacts	
	Started to track job search productivity	