

NEW CAREER LAUNCH CHECKLIST

Here are some of the key elements to ensuring you find the right position, the right leaders, the right organization to launch your new career.

ITEMS TO DO

DONE

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| Determine what a successful career sounds like (beyond the company, title and pay). Rather, think impact, development and accomplishment | |
| Understand the importance of incredible leadership, culture, environment and great colleagues | |
| Create a Curriculum Vitae with a complete running list of all of your positions, include all of the deliverables and tasks for each as well as a list of successes while in that position, and keep it up to date | |
| Create a list of the competencies, abilities and skills for each position | |
| Select your resume style and create a baseline template for applications | |
| Create a resume and portfolio that show who you are | |
| Regularly read your CliftonStrengths Insight Report and complete your Name-It | |
| Know the industry and position requirements | |
| Identify and learn position keywords | |
| Use your personal network to find positions | |
| Identify key criteria for an idea company/organization to work for | |
| Troll the job sites, industry sites and company sites for newly listed positions | |
| Make a list of what you are looking for. Consider the must-haves and noways that will cause you to walk away and miss the opportunity | |
| Tailor your resume and cover letter to match the specific position | |
| Do your research on each company and position | |
| Keep track of the positions you are applying to and track the closing date, contact person, reporting manager, posting #, position title, position #, key & asset competencies/experience/knowledge | |
| Apply for positions you think you are a good fit for even if it may not check off on all of your requirements | |
| Apply at a company (that is the right culture) even if they do not have a position currently posted or available | |
| Learn and practice how to talk about yourself in a positive, productive and impactful manner | |
| Create a list (and keep updated) of references and contact them before sharing their names to give them a heads-up | |
| Be mindful of your on-line presence. | |
| Be flexible in being open to out-of-the-box opportunities and ready to try something new | |
| Send follow-up emails. A thank you can go a long way | |
| Know what the standard compensation for this position; including compensation for your experience, and negotiate accordingly | |
| Have a coffee with 1-3 people from the company before accepting a position to validate assumptions | |
| Be kind to everyone, no matter their status or role as you may have to work with them in the future | |

Are you wondering how to properly implement each of these items? Don't be overwhelmed and rather, join us in one of our programs. You can sign up for one of our programs at our [website here](#). Follow-up in LinkedIN for regular release of quotes, articles and more.