Job Search Project Management Framework & Checklist

Below you will find recommended steps to support your job search. The steps can be interchangeable but typically follow the pattern noted. This framework is powered by WHO Logic content on The Center website.

STEP 1: TRACK YOUR PROGRESS – Create a Job Search Folder

Create a folder and subfolders for your self-marketing and job search materials. Contents include resume and cover letter versions, job postings, your company list, networking activity, etc.

➢ Get Organized! Create an e-folder for your self-marketing & job search materials.
   • Folder Creation Date:

STEP 2: SELF-MARKETING – In Writing

Resume Design

➢ Check out our resume guidance and samples.
➢ Improve your resume with a VMock review.
➢ Follow the instructions for uploading your resume to Handshake.
➢ Use the VMock Optimizer Function to align your resume with specific job postings.
   • Resume Completion Date:
   • Handshake Resume Upload Date:

Cover Letter (as needed)

➢ Cover letter guidance and samples.
➢ Create a basic cover letter and update for specific job postings.
   • Basic Cover Letter Completion Date:

Handshake & LinkedIn Profiles (your written pitch)

➢ Build your Handshake Profile from your resume.
➢ Review the LinkedIn Checklist. Check out our Headline & About Section Examples.
➢ Copy Your LinkedIn About Section to the My Journey Section on Handshake.
   • Handshake Profile Completion Date:
   • LinkedIn Profile Completion Date:
STEP 3: SET UP YOUR JOB POSTING NOTIFICATIONS – System Optimization
Input and update your job preference data in Handshake and LinkedIn to receive curated lists of jobs.

➢ Handshake “My Career Interests” & Set “Job Search Alerts”.
  • Handshake Job Search Alerts Completion Date:

➢ LinkedIn “Job Preference & Job Alerts”.
  • LinkedIn Job Alerts Completion Date:

➢ Follow EGR Hot Jobs (curated specifically for EGR students).
  • Following EGR Hot Jobs Completion Date:

*You may also wish to set up other site notifications including Indeed.com and Internships.com.

STEP 4: APPLYING TO JOBS – Beating the Bot
The application tracking software (ATS) can make or break your job search. A 10-minute review of the ATS document will help you learn key strategies for beating the bot and increase your ability to convert your applications to interviews.

Beat the Bot
➢ Read the ATS Document.
  • I am “Beat the Bot” ready – Completion Date:

STEP 5: SELF-MARKETING – Verbal Pitching & Interviewing
This is interchangeable with step 4. There will be moments when you pitch before you apply for jobs.

Verbal Pitch - For use at career fairs, recruiting events, and networking conversations.
➢ Review the Verbal Pitch Sample. Read the Pitch Chapter in WHO Logic. Create your general pitch and modify based on your audience.
  • Pitch Completion Date:

Interviewing
➢ Review Interviewing Resources. Read WHO Logic, Chapter 9.
  • WHO Logic Chapter 9 Review Completion Date:

➢ Practice interviewing using MSU’s InterviewStream.
  • InterviewStream Completion Date:
STEP 6: OFFER MANAGEMENT – Deadline Extensions, Negotiation & EGR X

➢ I reviewed the Offer Management section on The Center site.

• Offer Management Review Completion Date:

We recommend you make an appointment to discuss offer management and negotiation.

If this is an internship or co-op offer, earn course credit through our EGR X program. It’s a free course focused on your professional development.

STEP 7: REPORT YOUR OFFER, CELEBRATE & GO TAKE A NAP

➢ Please report your offer. This information is critically important to the college and to students who follow after you.

• Offer Report Date

Yep, you should celebrate. You landed a role and learned how to market your skills and experiences; you will do this again and again throughout your career!

Nap now and use these practices and strategies as you advance.

JOB MARKET READINESS POWERED BY WHO Logic

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