

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 – A Project Management Basic

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

- ✓ *Self-Marketing & Job Search **Folder Creation Date:***

STEP 2: SELF-MARKETING – In Writing

Resume Design

- ✓ [Resume guidance](#) and samples. **Resume Completion Date:**
- ✓ Instructions on uploading your resume to [Handshake](#). **Resume Upload Date:**
Ongoing updates and versions as needed.

Cover Letter (as needed)

- ✓ [Cover letter guidance](#) and samples. **Cover Letter Completion Date:**
Ongoing updates and versions as needed.

Handshake & LinkedIn (your written pitch)

- ✓ Build your [Handshake Profile](#) from your resume. **Handshake Profile Completion Date:**
- ✓ [LinkedIn Checklist](#). [Headline](#) & [About Section](#) Examples.” **LinkedIn Profile Completion Date:**
- ✓ Copy Your LinkedIn About Section to the My Journey Section on Handshake. **Completion Date:**
Ongoing updates as needed.

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](#)”. **Completion Date:**
- ✓ LinkedIn “[Job Alerts](#)”. **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

Use **keyword matching** to align with the job description and **fast networking** for human support to help increase the chances of getting an interview. Watch the video to become “beat the bot ready.”

Beat the Bot

- ✓ Watch the [Beat the Bot video](#). 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.

- ✓ [Verbal Pitch Sample](#). **Pitch Completion Date:**

Ongoing pitch updates based on circumstances and audience.

Interviewing

- ✓ Review [Interviewing Resources](#). I read WHO Logic, Chapter 9. **Completion Date:**
- ✓ Practice interview using [InterviewStream](#). **Completion Date:**

STEP 6: OFFER MANAGEMENT – Deadline Extensions, Negotiation & EGR X

- ✓ I reviewed the [Offer Management](#) section on The Center site. **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 using [12Twenty](#). The data is critically important to the college and to students who follow after you. **12Twenty 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.

