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.

*JOB MARKET READINESS POWERED BY WHO Logic*