

## Assisting the Job Seeker Checklist

- ❑ How to “Get in the Game”
  - Enter contact information into sf.com
  - Send Introductory Email
- ❑ Getting a Commitment from the Job Seeker (What a Coach Does)
- ❑ Building Self Esteem
- ❑ Employability Assessment
- ❑ Setting Realistic Expectations
  - Goal Status Report
  - SMART Goals
  - Weekly Schedule Activity
  - Mind Map
- ❑ Send Tips (See [Milt's Tool Box](#) for a complete list)
  - Job Hunt Advice
  - MRI Candidate Interviewing Preparation
- ❑ Finding the Best Career Objective
- ❑ Developing your Unique Selling Proposition (USP) and Bio
- ❑ Passing the Background Check (Google, voicemail, references, LinkedIn, Facebook)
- ❑ Generating Leads
- ❑ Consulting Company Recommendations
- ❑ Matching Algorithm Exercise
- ❑ How to Write a Killer Cover Letter
- ❑ How you Must Satisfy a Business Need
- ❑ Working the BDPA Referral
- ❑ Interviewing Tips
- ❑ Negotiating Offers
- ❑ Keep Me Posted (status report, mind map)
- ❑ Handouts (See [Milt's Toolbox](#) for a complete list of handouts and links)
  - Assisting the BDPA Job Seeker Checklist (this document)
  - Job Hunt Advice
  - Project Management Core Work Process Chart
  - Project Management Core Work Questions
  - Definition of Smart Objectives
  - Job Hunt Goal Status Template
- ❑ Congratulations
- ❑ Final Word (Planning Your First 100 Days)