

Jub Hunt Checklist

- 1 Set Expectations
 - Timeframe
 - Activity Log
 - Tools
 - Weekly Updates

- Service Levels
 - Tier 1 Access to Tool Box and Postings
 - Tier 2 Job Search Coaching
 - Tier 3 Hook-up to Inside Track
 - Tier 4 Long Term Mentoring and Career Planning

- 2 Market Research
- 3 Employability Assessment

- 4 Career Objective
 - Ideal Job

- 5 Resume
 - Matching Algorithm
 - Cover Letter
 - Success Stories
 - Elevator Speech
 - Voice Mail Script

- 6 P.I.E.

- 7 Marketing Plan
 - Handbill
 - Target List of Companies

- 8 Prospecting
 - Online Presence
 - LinkedIn
 - References
 - Networking
 - Contact List

- 9 Interviewing
 - Exit Statement
 - Fast Pitch
 - Yes, and. No, but.

- 10 Negotiating Offers

- 11 1st 100 Days

- 12 Career Planning
 - Mentoring
 - Development Spectrum