

# Job Seeker Success Checklist

Entering into any type of job search can be a difficult and sometimes frustrating process. Getting a job is a full time job in itself. Fortunately, the National Guard Bureau has provided the Employment Support Program (ESP) with a dedicated contractor Program Support Specialist (PSS) in each State and Territory. The PSS is there to provide advice and assist you in your job search through providing information on job search techniques, resume writing and interview preparation and other advice. The PSS may also be able to help in connecting with potential employers. It's very important that you maintain contact with the PSS throughout this process to be able to take full advantage of the ESP. The following is a list of items the PSS will discuss with you throughout your job search. Keep in mind you are not alone in this endeavor.

## ➤ Targeted Job Search – Getting Started

- Contact the ESP Program Support Specialist and set up a time to discuss your job search
- Purpose of this job search, ask yourself, is this job search for:
  - Immediate income?
  - Gaining additional income?
  - Next step in your desired career path?
  - Entering into a new profession or Internship?
- Define yourself
  - What makes you happy?
  - What are your personal goals in life
  - How far along are you in attaining your goals
  - What are my skill sets? (The PSS can be a big help here)
- List three positions you want and why you want to do this type of work
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  - 
  -
- List three positions you feel you are qualified for
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  - 
  -
- List three companies you would want to work for and why
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  - 
  -

- List three things you want to stay away from, and why
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  - 
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### ➤ Targeted Job Search – Getting Noticed

- What social media outlets are you currently using?
  - Linked In (maintain a professional profile that is separate from your personal profile)
  - 80% of recruiters use social media to weed out applicants, is your on-line presence a good one?
- Do your family and friends know you are searching?
  - Possible network for job notifications
  - Social networks can lead to professional networks
- What type of networking events are you going to?
  - Professional Organizations
  - Volunteering
  - Clubs and interests
- What job board sites are you on/ posted resume/ applied?
  - Linked In
  - USA Jobs
  - State Dept. of Labor
  - Vets.gov
- Have you prepared your elevator speech?
  - Can you get your point across in 30 seconds or less?
  - Did you write it out? Did you practice with someone?

### ➤ Targeted job Search - Organizing your approach

- Getting a Job is a Job
  - Plan time each day for the search
  - Give yourself time to fill out applications and have them reviewed

## ➤ Targeting Your Resume

Resume – 85% of people are not getting an interview because of their resume; Fifteen seconds is the average time a HR person begins to make an opinion. You have to grab their attention in the first half page of your resume. The following are suggestions to get you going.

Please refer to the [Writing a Resume](http://sd.ng.mil/Careers/ESP/Pages/default.aspx) guide located in the Employment support Program Job Search Toolbox:  
<http://sd.ng.mil/Careers/ESP/Pages/default.aspx>

- Resume
  - Do you have one? What kind?
    -
  - Have you researched the company/ visited and looked around?
    -
  - Heading
    -
  - Objective/ Summary
    -
  - Experience
    -
  - Skills Qualifications
    -
  - Education
    -
  - RELEVANT Professional or Volunteer Experience
    -
  - Is it tailored? Is it targeted?
    -
  - Have you proof read?
    - Out loud and backward?
    - Did someone else proof read?
    - Are there acronyms and military jargon?
    -
- Cover Letter
  - Always write this AFTER you have completed your resume
    - Why do you write a cover letter?
    - Input your value
    - Input key words and phrases

## ➤ Interview Prep

- Before the Interview
  - What should you wear?
    -
  - How should you smell?
    -
  - What should you bring?
    -
  - When should I get there?
    -
  - Who is the first person you meet?
    -
- During the Interview – Stay clear, stay concise, stay honest
  - Body language
    -
  - Communication
    -
  - Know yourself and what you've done
    -
  - What are they going to ask me?
    -
  - How should I respond?
    -
  - What should I ask?
    - Three to four thought provoking questions
      - Two planned (from research) and one to two developed from the interview
      - You can even ask if there is anything they felt they would have liked to have heard more about
  - What shouldn't I ask or talk about?
    - Salary
    - Benefits
    - Vacation
    - Deployments
    - Bad experiences from previous employers
- After the Interview
  - Shake hands with and thank everyone by name
    - 
    - They should give you a timeframe of when you will be contacted
  - Send a written thank you to every person who interviewed you
    -
  - Follow-up – Give it some time
    - Is there anything else on my end you will need before a decision is made?
- Are you ready?