Checklist To Guide Your Job Search Process

☐ When will I work on this project? Schedule time on your calendar. (As with most things, small—even tiny—amounts of time used consistently will be more helpful than larger, infrequent blocks of time.)
  ☐ This week I will work on my job search: ________________________________
  ☐ This month I will work on my job search: ________________________________
  ☐ The rest of this semester I will work on my job search: _____________________

☐ Is there a specific time when I need to have a new job?
  ☐ How quickly could I leave my current job if I got an offer? __________________
  ☐ How long could I stay on if I didn’t get an offer? __________________________

☐ Skill #1 I want to develop: ______________________________________________
  ☐ Step #1 will be: ______________________________________________________
  ☐ Step #2 will be: ______________________________________________________
  ☐ Step #3 will be: ______________________________________________________

☐ Skill #2 I want to develop: ______________________________________________
  ☐ Step #1 will be: ______________________________________________________
  ☐ Step #2 will be: ______________________________________________________
  ☐ Step #3 will be: ______________________________________________________

☐ Skill #3 I want to develop: ______________________________________________
  ☐ Step #1 will be: ______________________________________________________
  ☐ Step #2 will be: ______________________________________________________
  ☐ Step #3 will be: ______________________________________________________

☐ What career tracks are open to me and interest me? Check out the ACS ChemIDP™ for help figuring this out.
  ☐ Possible career #1
    ☐ Resource #1 for more information: ______________________________________
    ☐ Resource #2 for more information: ______________________________________
    ☐ Resource #3 for more information: ______________________________________
      ☐ Job Posting #1. Hiring cycle dates and notes: __________________________
      ☐ Job Posting #2. Hiring cycle dates and notes: __________________________
      ☐ Job Posting #3. Hiring cycle dates and notes: __________________________
  ☐ Possible career #2
    ☐ Resource #1 for more information: ______________________________________
    ☐ Resource #2 for more information: ______________________________________
    ☐ Resource #3 for more information: ______________________________________
      ☐ Job Posting #1. Hiring cycle dates and notes: __________________________
      ☐ Job Posting #2. Hiring cycle dates and notes: __________________________
      ☐ Job Posting #3. Hiring cycle dates and notes: __________________________
- Possible career #3
  - Resource #1 for more information: ________________________________
  - Resource #2 for more information: ________________________________
  - Resource #3 for more information: ________________________________
    - Job Posting #1. Hiring cycle dates and notes: ___________________
    - Job Posting #2. Hiring cycle dates and notes: ___________________
    - Job Posting #3. Hiring cycle dates and notes: ___________________

- Learn more about interviewing, negotiating, and the job search process.
  - For entering faculty careers, ACS offers the Postdoc To Faculty Workshop: __________
  - Tips for Securing a Faculty Position is available free online from ACS: __________
  - C&EN tells you How To Answer Difficult Interview Questions: __________
  - C&EN also shares secrets to The Art of Salary Negotiations: __________
  - My adviser: ________________________________
    - Thank you notes to my adviser: ________________________________
      - Before job search, for ideas: ________________________________
      - During job search, as appropriate: ____________________________
      - After job search: ________________________________
  - Professional in your network #1: ________________________________
    - Thank you note to Professional #1: ______________________________
  - Professional in your network #2: ________________________________
    - Thank you note to Professional #2: ______________________________
  - Professional in your network #3: ________________________________
    - Thank you note to Professional #3: ______________________________
  - My university’s Career Services office: __________________________
    - Thank you note to Career Services personnel: ____________________

- Apply for jobs and update my resume or CV, cover letter, and any other materials.
  - Position #1 due dates and interviews: ______________________________
    - Position #1 tailored resume or CV: ______________________________
    - Position #1 tailored cover letter: ________________________________
    - Position #1 interview prep: ________________________________
    - Position #1 other materials or prep: ______________________________
    - Position #1 Thank you note #1: ________________________________
      - Position #1 Thank you note #2: ________________________________
      - Position #1 Thank you note #3: ________________________________
  - Position #2 due dates and interviews: ______________________________
    - Position #2 tailored resume or CV: ______________________________
    - Position #2 tailored cover letter: ________________________________
    - Position #2 interview prep: ________________________________
    - Position #2 other materials or prep: ______________________________
Position #2 Thank you note #1: ____________________________________________

Position #2 Thank you note #2: ____________________________________________

Position #2 Thank you note #3: ____________________________________________

Position #3 due dates and interviews: ______________________________________

Position #3 tailored resume or CV: _______________________________________

Position #3 tailored cover letter: _________________________________________

Position #3 interview prep: ______________________________________________

Position #3 other materials or prep: _______________________________________

Position #3 Thank you note #1: ____________________________________________

Position #3 Thank you note #2: ____________________________________________

Position #3 Thank you note #3: ____________________________________________

What is my Plan B?

Do I have any financial options to tide me over? ____________________________

Do I have freelance or consulting skills to earn income while I continue the job search?

Earning option #1: ______________________________________________________

Earning option #2: ______________________________________________________

Earning option #3: ______________________________________________________

Do I have a safety net?

How long could I live off my savings? ______________________________________

Is family support available, in what form, and for how long?__________________

Call family members and friends. Thank them for all they have already done.

What work would be a good fit for me longer-term while I pursue my dream job?

Option #1: __________________________________________________________________

Option #2: __________________________________________________________________

Option #3: __________________________________________________________________

*Include information about interviewing, if any is listed.