

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.