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.

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.