

## Job Search Checklist

- Identify Motivators**  
*Generate a list of what's important to you in regards to a Company, Team, Manager, Job, Project, Culture, Benefits, etc. What have you liked in past jobs? Disliked? Wished you could change?*
- Perfect Resume**  
*"You only have one chance to make a first impression!" Invest time to ensure your resume is your ultimate "professional marketing piece!" Add a skills summary, put certifications next to your name, ensure key accomplishments stand out, add URLs to online profiles or portfolios, and ask a confidante for feedback.*
- Create/Build Portfolio**  
*Having a strong resume is great, but being able to show examples and/or recommendations of your work can be a huge candidate differentiator for you! Upload any deliverables that aren't proprietary to an online profile/channel like LinkedIn, GitHub, individual website, etc.*
- Engage in ORM (Online Reputation Management) and Enhance LinkedIn Profile**  
*Do a "pulse check" on your online brand. Many companies are doing "social media background checks," so it's important that you're 1.) Aware of what content and profiles are showing up about you via search engines and 2.) Take measures to improve that online brand if you see any issues. Many employers will review your LinkedIn profile, so display examples of your work, skills, and recommendations that paint you in a positive light.*
- Identify Trends & Engage in Skills Development**  
*Learn about what tools, technologies, and versions companies are adopting, and take measures to learn some of those key technologies that are related to your skill set. Our recommendation is to generate a list of the top 3 skills you need to learn, and invest 2+ hours a week learning those, as part of your job search.*
- Sign up for Job Alerts**  
*Sign up to receive job alerts real-time that match your criteria. We recommend signing up for alerts via Apex's Talent Network ([itcareers.apexsystemsinc.com](http://itcareers.apexsystemsinc.com)), Indeed.com, and LinkedIn.*
- Work Effectively with Recruiters**  
*Partner with 1-2 Recruiters who focus on your skill set, and communicate your interests and preferences. You can identify Recruiters by 1.) applying for jobs, 2.) doing a zip code search via LinkedIn, 3.) asking user group leaders and previous co-workers for recommendations, and/or 4.) searching for local offices of firms on the 'Best of Staffing' lists. Treat your Recruiter like a 'Career Coach' and seek their advice throughout the process!*
- Consult with Network on Job Leads/Resources**  
*Ask previous co-workers, Recruiters, past Managers and user group leaders what recommendations they have on 1.) companies you should consider, 2.) resources you should leverage and 3.) other advice for job searching.*
- Contact Sponsors of your Technical Community**  
*If an organization or Recruiter is sponsoring a user group which caters to your skill set, they likely get those types of jobs. Go to their website/MeetUp to look at the complete list of sponsors, and then reach out to Recruiter/Talent Acquisition at each of the organizations you want to target, or simply ask User Group Leader/s for recommendations.*