

Job Offer Accelerator Program Checklist

Expectations for all modules include going through all lessons within each module and completing homework/answering questions in the workbook.

Module 1: Mindset Transformation

- ✓ Identify your limiting beliefs and shift your perspective.
- ✓ Identify the tools that work best for managing your mind when doubt, fear, anxiety, etc. creep in. This can be listening to your favorite motivational speaker, engaging in faith-based activities, exercising, journaling, meditating, etc. Just find what works for you!
- ✓ Develop a daily mindset routine to keep you feeling positive, hopeful, and focused.
- ✓ Set aside time once per week to map your week ahead so that you can focus with limited interruptions and intentional time to work on job search activities, including going through the curriculum.

Module 2: Job Search Clarity

- ✓ Spend time identifying your career values and envisioning the lifestyle that you would like as a result of landing your new job.
- ✓ Identify your strongest skills and skills you prefer not to use going forward.
- ✓ Go through all resources in the workbook to help you conduct job search/career research.
- ✓ Identify any skills gaps and decide if you are willing to invest time and/or money to acquire those skills or knowledge. For example, acquiring a SCRUM Certification.
- ✓ Conduct several informational interviews to gain insights, inspiration, and guidance from those who may work in careers/companies that you would like to work for (there is no specific number to aim for).
- ✓ Complete your Job Search Affirmation Statement in Module 2.
- ✓ Begin working on the Resume Questionnaire. You will send this to Amanda if you have enrolled in the upgraded or VIP plan. If not, you will review bonus trainings in the curriculum to help you enhance your documents independently, and Amanda will conduct a thorough review.

Module 3: Job Search Strategy

- ✓ Your resume, cover letter, and LinkedIn profile should be completed at this point, either by Amanda or you, depending on your Job Offer Accelerator plan.

- ✓ You will map out your week ahead by blocking off time to focus and setting specific yet attainable goals.
- ✓ You have identified the various job search strategies that you would like to incorporate in your job search, which will likely include applying to jobs online, networking, as well as other strategies shared within the program. (The program will go into a lot more detail!).
- ✓ You will set up job alerts and apply to as many jobs that align with your target as your schedule allows.
- ✓ You will track your progress so that you can know when to follow up timely.

Module 4: Professional Branding

- ✓ You will have a better understanding of your professional brand and begin to promote it (for example, creating content on LinkedIn, joining professional affiliations, joining the right LinkedIn or Facebook groups, following companies that align to your brand, commenting on their posts, gaining education and training).
- ✓ You will prepare your elevator/value pitch with the understanding that this may need to be tweaked based on who you are speaking with.

Module 5: Interview Prep

- ✓ You will have a better understanding of how to best prepare for an interview.
- ✓ You will have a better sense of what to expect when interviewing and how you will be evaluated.
- ✓ You will have a better understanding of how to follow up, when to follow up, and whom to follow up with.

Module 6: Offer Evaluation & Salary Negotiation

- ✓ You will know how to conduct research on a job opportunity to identify an appropriate rate range.
- ✓ You will know what you should be asking for financially based on your skills, background, etc.
- ✓ You will know what your non-negotiables are and what you are willing to compromise on.
- ✓ You will gain confidence in advocating for yourself yet trusting that what's meant to be will be!