



JOB SEARCH NECESSITIES

Key things to know when beginning your job search.

APPLICATION PHASE

Before, during, and after the application process.



01

Update your LinkedIn profile + Resume for every role you apply for.

- Work experience should be complete and up to date.
- Update your bio with a description of your leadership style and key words specific to your function/industry.

02

Before applying, make sure you align with the organization's mission.

03

Always follow up with an email to the hiring manager or CEO.

04

Use your network as a way to get to the top of the resume pile.





INTERVIEW PHASE

The goal in an interview is to connect with the person you are in front of. You have passed the key qualifications for the role, now they want to learn about you.

01

Prepare, prepare, prepare.

Research the company past their website. Look up recent news articles, the leadership team, and more.

02

Look for a connection with your interviewer.

Share stories about yourself and find a way to relate.

03

Be personable and open to connecting.

The majority of hires are because of the cultural fit.

04

Is there a question that you're not sure how to answer? Be authentic.

If it makes you uncomfortable, it may reveal the values of the organization/interviewer.

05

Have a business card.

It gives you an opportunity to ask for one back, which you can then use to follow up with your interviewers.





VIDEO INTERVIEWS

In this day and age, video interviews are becoming more and more prevalent. Make sure to follow these key tips and make your video interview stand out.

01

Dress professionally, like you would for an in-person interview.

02

Find a quiet room where you can close a door and have zero distractions.

03

Test out your lighting beforehand to ensure you can be easily seen.

04

Make sure your background is not too distracting. Show some of your personality to help with the conversation.

05

Test the video system prior to your call. Ensure you work through any technical difficulties before you start.





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Good Luck!



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