



INITIAL MEETING

- Introduce Program and Roadmap
- Discuss Search Timeline
- Accepting and Dealing with Job Loss
- Finances
- Critical Preparation Material
- Discuss Marketing and Search Plan
- Market Research
- Introduce Optimal Resume



SECOND MEETING

- Review Previous Tasks
- LinkedIn and Company Reach Training
- Reaching Decision Makers
- Establish Marketing Search Parameters
- Company Target List Discussion
- Interview Questions
- Organize Search Tracking Database
- Job Board Posting Discussion
- Networking Discussion



THIRD MEETING

- Review Interview Process
- Interviewing Preparation
- Pre and Post Interview Process Review
- Review Personalized Target List
- Discuss Email Contacts



FINAL MEETING

- Salary Data
- Salary and Benefits Negotiation
- Prepare Acceptance Correspondence
- Preparing for the New Job
- The First 60 Days of Employment
- Summary Discussions



TASKS TO DO AFTER INITIAL MEETING

- Professional Resume
- Create Personal Story and Thumbnail
- Skills, Accomplishments and Strengths
- Career Objective, Interests and Goals
- Secure Professional References
- Create Exit Statement
- LinkedIn Profile

TASKS TO DO AFTER SECOND MEETING

- Complete Final Resume and Cover Letters
- Finalize LinkedIn Profile
- Send LinkedIn Invitations
- Create LinkedIn Individual and Company Contact List
- Utilize Job Boards and Recruiters
- Organize Target Companies To Reach
- Secure Target Email Addresses
- Send Data To Career Coach
- Begin Emailing Resume, Thumbnail and Cover Letter
- Review and Prepare Interview Questions

TASKS TO DO AFTER THIRD MEETING

- Finalize Broadcast Letter
- Complete Final Cover Letters
- Build Company and Manager Contacts
- Send Contacts to Career Coach
- Contact Companies and Managers
- Pursue Interviews

TASKS TO DO AFTER FINAL MEETING

- Complete Acceptance Letter
- Announcement Letters
- Complete Outplacement Survey

