



**ProgressPilot**

Your Trusted Advisor in Career Advancement



# The Ultimate Job Hunt System

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This 8 step **P.R.O.G.R.E.S.S.** checklist will help you develop a smarter, more efficient job hunting process.



### **PICK THE MAJOR JOB SITES TO FOCUS YOUR SEARCH.**

LinkedIn, Indeed, Google Job Alert, and Glassdoor.com in that order. Local and industry specific job search sites are also valuable resources - it takes time and work to discover some of these and the structure is different for every industry. Example, Uncubed, and VentureFizz for Startup opportunities.



### **REMEMBER TO ALWAYS USE QUOTATION MARKS WHEN YOU PERFORM A SEARCH.**

Search "Product Manager" not Product Manager. Quotation marks are used by search engines to eliminate unnecessary results,



### **OPEN MULTIPLE JOB APPLICATIONS IN DIFFERENT TABS TO IMPROVE EFFICIENCY.**

Do not apply to the first good job you see, instead, open multiple job listings in multiple browser tabs.



### **GATHER KEY WORDS FOR YOUR JOB FIELD TO OPTIMIZE YOUR SEARCH.**

Do not only search by job titles, search for the software and skills you have. This will lead you to opportunities that you want but might have odd job titles.



### **REMEMBER TO ALWAYS TRACK YOUR JOB SUBMISSIONS.**

An important step that many miss. Create a bookmark folder called "applied jobs", then save every job posting you apply to. Having the job posting saved for reference is a huge advantage for interviews later on. Do not count on searching for the job posting after you get the interview call.



### **EXPEDITE YOUR EFFORTS BY STARTING WITH THE APPLICATIONS THAT ARE EASIER/QUICKER TO COMPLETE**

Apply to jobs that you just need to email a resume first, and jobs that require a 25 page multi-form last (Taleo is common give-away if you see taleo.companyname.com or Workday in the URL).



### **SUBMIT A MINIMUM OF 25 JOBS PER DAY OR WORK ON APPLICATIONS FOR 8 HOURS PER DAY**

Whichever comes first. Treat your job search like your full-time job until you have one. Run out of jobs? Apply to a different city. Apply to higher/lower-level positions. It is about discipline and quantity. You never know when you might get lucky.



### **STAY OPTIMISTIC BUT KEEP IT MOVING - ON TO THE NEXT ONE**

Apply for the job and forget it. After you apply, it's done, gone, bye! Don't ever sit around with your hopes pinned on hearing from that one dream job.



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To learn more about how ProgressPilot can help you prepare and land your dream career, please visit us at [www.progresspilot.com](http://www.progresspilot.com) and sign for your free 30-minute consultation, or email [info@progresspilot.com](mailto:info@progresspilot.com).



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