

The Job Search Checklist

From profiles to offer — tick each box as you go.

1 Profiles & portfolio

- ☐ LinkedIn headline = role + specialty + value
- ☐ Professional photo, complete About & skills
- ☐ “Open to work” enabled for recruiters
- ☐ Portfolio / GitHub / site shows real outcomes
- ☐ Googled myself, cleaned up, professional email

2 Tailor the resume

- ☐ Pulled keywords & must-haves from the posting
- ☐ Mirrored that language in summary + top bullets
- ☐ 60–70% of bullets carry a number or outcome
- ☐ ATS-clean single-column PDF, named per company

3 HR / recruiter screen

- ☐ 60–90s “tell me about yourself” ready
- ☐ Researched product, mission & recent news
- ☐ Salary range decided in advance
- ☐ 2–3 questions about the role & team prepared

4 Technical / skills interview

- ☐ Confirmed the format with the recruiter
- ☐ Practiced common problems — out loud
- ☐ Plan to think aloud & clarify before starting
- ☐ Take-home scoped tight, decisions documented

5 Behavioral interview

- ☐ 6–8 STAR stories in a story bank
- ☐ Each ~90s and ends with what I learned
- ☐ Win / failure / conflict / leadership covered
- ☐ Real examples ready — no hypotheticals

6 Final / panel interview

- ☐ Answers tied to company goals & role impact
- ☐ Sharp questions on strategy, team & metrics
- ☐ Restated my interest clearly at the end

7 Evaluate & negotiate the offer

- ☐ Evaluated the full package, not just base
- ☐ Negotiated calmly with a researched range
- ☐ Got the final offer in writing before resigning
- ☐ References lined up & briefed