

**Search Timeline
Getting Ready for What Lies Ahead**

PHASE	ACTIVITIES	COMMENTS	TOOLS/GUIDE
ONE Deal with the Big 3	<ol style="list-style-type: none"> 1) Get Your head ready 2) Support System (spouse, family, friends) 3) Financial 	<ol style="list-style-type: none"> 1) You need to get through the grief, anger, or whatever you feel about the loss of job or need to find a new one. 2) A job search can be difficult, so make sure you get your supporters in order - who can help you when you need it 3) Plan your finances - it takes out a great deal of stress. It let's you know how much time you have to search 	<ol style="list-style-type: none"> 1) 12 Search Expectations 2) -- 3) Simple Home Budget
TWO Getting Started - Your Story and Network	<ol style="list-style-type: none"> 1) Set the appropriate expectations 2) Documents 3) Defining Your Network 	<ol style="list-style-type: none"> 1) Half the battle to search is having the proper attitude and expectations - like a challenge at work it has ups and downs 2) There are three key documents: Resume, Marketing and Targeted Company list 3) Find the people who a vested interest in you - they will be your greatest supporters/networking contacts 	<ol style="list-style-type: none"> 1) 12 Search Expectations 2) Tips on Writing Your Resume, How to Create a Marketing Plan, Creating a Targeted Company List 3) Using LinkedIn for Networking
THREE Getting Out There	<ol style="list-style-type: none"> 1) Getting Your Search Organized 2) Planning for Meetings 3) Making networking connections 4) Connecting with Recruiters 5) On-line Search engines/ Social Websites 	<ol style="list-style-type: none"> 1) The networking is going to come fast and furious - so you need to be organized 2) A search is like making a sale - every good salesperson is well prepared 3) Networking to help you locate jobs, get into companies, and learn about companies 4) Get yourself connected into the recruiters who work in your field - you do not have to meet with each one 5) To start, do a search on the sites using your job title , to see which sites carry it. You find out more as you network 	<ol style="list-style-type: none"> 1) Tracking Networking Contacts, How to Organize Your Search Week 2) See "Meetings: Before, During & After" in Candidates' Guide 3) E-Mail Template to Set up a Networking Meeting, Anatomy of a Networking Meeting 4) Recruiter Introduction e-mail template 5) See "Candidates' Links" for different sites
FOUR Your Networking is Rolling	<ol style="list-style-type: none"> 1) Tracking Your Progress 2) Preparing Yourself for interviews 3) Networking Groups 4) Making Introductions 	<ol style="list-style-type: none"> 1) With each networking meeting you want to get to company decision makers. Tracking your progress will make sure you are meeting with the right people 2) As important in answering their questions is asking good questions of your own 3) Groups, like ExecuNet's, are great methods to expand your networking 4) Method for keeping you memorable with contacts and to build the relationship 	<ol style="list-style-type: none"> 1) Tracking Your Search Progress 2) 10 Questions to Understand a Firm 3) Guide: You're Rolling Now 4) Introduction E-mail Template
FIVE Landing and Closing out your search	<ol style="list-style-type: none"> 1) Due diligence on possible firm 2) Updating network and saying thanks 3) Closing out your search 4) Networking after landing 	<ol style="list-style-type: none"> 1) Make sure the firm is what you think - use your network, LinkedIn and public research tools to find out what you can 2) You've built a great network - let me know where you are in case they reach out for help or can offer you an idea 3) Besides saying thanks, make sure you keep your cell and e-mail active - so not to cut yourself off from your network 4) In today's market, you'll be working on "The Big 3" again - so keep your networking going 	<ol style="list-style-type: none"> 1) See "Do the Due (Diligence)" in the Candidates Guide 2 - 4) See the "Post Search" section in the Candidate's Guide

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The BIG question: How long does each phase take?

One: Deal with the Big 3	No standard time
Two: Getting Started - Your Story and Network	2 weeks (a week on documents, a week on networking)
Three: Getting Out There	1 month - then you have a the hang of networking
Four: Your Networking is Rolling	No standard time, but here's what will generally shorten or lengthen the time <ul style="list-style-type: none">▶ More networking meeting per week▶ Broader geographic region▶ Broader salary range for position sought - not sure if the "One month per \$10,000 salary" is true anymore, but it is a price/value combination
Five: Landing and Closing out your search	1 week to do notification work/thank you e-mails, etc.