



HOW TO SAY IT - JOB SEARCH SCRIPTS CHECKLIST

PROMOTION CAREER
SOLUTIONS

HOW TO SAY IT: JOB SEARCH SCRIPTS #1

- ☐ To prepare for a call to follow up after sending a resume, know the name of the person you're calling (and how to pronounce their name). Or, if you only know the title of the person responsible for hiring, call the company's general number and get the name (and pronunciation).
- ☐ Research to determine if you have a connection with the person you're contacting. If you were referred to the company, mention the person you were referred by.
- ☐ Follow up after an interview if you haven't heard back from the interviewer. Consider an email as your first follow-up unless the hiring manager gave you permission at the end of the interview to call OR if it's been more than a week and you haven't heard back.



- ☐ If you do get in contact with the hiring manager but a decision still has not been made, ask when would be a good time to check back.
- ☐ Ask for an informational interview with someone who can help give you information about a target employer or help you network to a job.

LEVERAGING YOUR NETWORK - WHO DO YOU KNOW?

- ☐ Have you made a list of the people you know who can be helpful in your job search? It's a useful exercise.
- ☐ Write down a list of people who are your personal contacts: friends, relatives, parents of children's friends, parents of your friends, relatives of friends, club members, fellow member of social organizations, military service personnel, sorority/fraternity members, cousins, neighbours, and sports team members.



- ☐ Make a list of your business contacts: Current co-workers, previous co-workers, previous managers, consultants, vendors, suppliers, retirees, seminar/conference/workshop attendees, business owners, competitors, clients, customers, venture capitalists, members of industry associations, and contacts you make at conventions and job fairs.
- ☐ List third-party contacts in your network: accountants, doctors, real estate brokers, financial advisors, bankers, attorneys, dentists, mortgage bankers and brokers, insurance agents, travel agents, angel investors, and venture capitalists.



- ☐ Create a list of all educational contacts you have: elementary, middle, and high school friends and teachers, college classmates and friends, alumni association contacts, graduate school classmates, other alumni of your schools, university career placement office staff, and former professors and advisors.
- ☐ Who do you know in your community? List civic and political leaders you know, librarians, clergy and ministers, Chamber of Commerce members, members of community groups (Kiwinis, Rotary, Scouts), people you meet while volunteering, and health club members.
- ☐ List anyone else you know who doesn't fall in the categories of personal contacts, business contacts, third-party contacts, educational contacts, or community contacts.
- ☐ Prioritize your contact list. Who are the 10 people you should contact first? Who can help you the most?