



# HELP US HELP YOU

STEP

## SETTING CAREER GOALS

1

Before starting the job hunt, it's important to understand your career goals. To identify your dream job, first assess your "what, where, why". This means deciding what you want to do, where you want to do it, and why it matters to you.



[CLICK HERE](#)

STEP

## RECRUITER CONNECTION

2

Recruiters can be great partners when developing your professional life. Create a strong, genuine connection with a recruiter. They can help strengthen your professional persona and match you with the right job for your career goals.



[CLICK HERE](#)

STEP

## RESUME DEVELOPMENT

3

A good resume and LinkedIn profile are key to drawing the right attention in the job market. Create an impactful first impression that accurately reflects your skillset and experience. Check out our tips for best practices when updating your resume and LinkedIn.



[CLICK HERE](#)

STEP

## JOB APPLICATIONS

4

Applications are the first step in introducing yourself to an employer. Everyone has experienced submitting innumerable job applications with no results. Make sure you stand out by following these necessary recommendations.



[CLICK HERE](#)

STEP

5

## INTERVIEW PREPARATION

---

Whether it's an initial screening call or final panel, interviews can be stressful. Prepping in advance can ease some of those nerves and help you represent your best self. Start by familiarizing yourself with the company and the position you're applying for. This will help you contextualize your experience for the job.



[CLICK HERE](#)

STEP

6

## INTERVIEW FOLLOW UP

---

Creating a consistent line of communication after the interview is critical. Following your interview, make sure to reach out and thank your interviewers to show appreciation for their time. Continue to follow up every 72 hours to ensure that you are staying fully informed of their hiring process.



[CLICK HERE](#)

STEP

7

## NEGOTIATION & BENEFITS

---

Congrats, you got an offer! Now it's time to consider your salary and benefit expectations. Having clear expectations will help you negotiate your needs effectively. Make sure to take a strategic approach with a mutual value creation for you and your potential employer.



[CLICK HERE](#)

Step

8

## FIRST DAY PREP & FOLLOW UP

---

Starting fresh at a job can be filled with uncertainty. If you have any questions, check in with your recruiter. Your recruiter can share details about your arrival and potentially connect you with members of your new team. Staying informed can help you be confident and comfortable as you settle into your role.



[CLICK HERE](#)



# NEVER STOP GROWING:

## Post-Employment Practices

### 90 DAY PLAN



[CLICK HERE](#)

When you start a new job, one of the first steps you should take is to create a short list of goals that you hope to achieve in your first 90 days. Break down these goals into achievable mile markers at 30, 60 and 90 days. Then share your goals with your team to see if they align with the company's needs. [Jen Handler's Toolkit](#) is the perfect guide for any new role..

### NETWORKING



[CLICK HERE](#)

Regardless of employment status, networks are a vital way to grow your career opportunities. Ultimately, networking is not just about finding a job, but about meeting likeminded professionals that you can learn from. Continue to connect with at least two people per month. Forging strong relationships with people in your industry can better your knowledge, inspire innovation, and open new doors.

### LEND A HAND



[CLICK HERE](#)

Now that you've established yourself in your role, share your time and energy with others. Pass on some of your success and help out those that ask for referrals, help with a project or even just a few minutes to chat. This will foster a friendly community in the workplace and create a strong support network among your coworkers.

CONNECT WITH US FOR MORE CAREER TIPS

