

New Year, New You, New Job Search Checklist.

This checklist is meant to help you develop a roadmap for a good job, a career, and/or the job of your dreams!

- Start this process by finding a calm place where you can spend some time without interruptions.**

Take a couple of deep breaths, relax, and invest this time in thinking about what employment goals you have for 2021. Acknowledge the fact that 2020 was an incredibly challenging year and you made it! Let's make 2021 about healing and thriving!

- Do an assessment of your job search efforts in 2020.**

What worked for you? What didn't? What was missing that would have been helpful? What can you do now to remedy these things?

- Past hiring trends won't apply this year.**

What do you need to do to adapt:

1. Keep an eye on trends
2. Adjust your job search accordingly.
3. Stay in touch with your network.

- Key Industries Will Be Booming.**

1. Tech
2. Healthcare and health tech
3. Financial tech
4. E-commerce
5. Customer service
6. Renewable energy

What do you need to do to adapt:

1. Determine whether you need to pivot.
2. Identify your transferable skills.
3. Do your research.
4. Continue to expand your [network](#).
5. Show your enthusiasm.

Temporary, Freelance, and Contract Work Will Be on the Rise.

What do you need to do to adapt:

1. Embrace the perks of temp work.
2. But be realistic about what will work for you.
3. Communicate your intentions.

Remote Work Is Here to Stay

What do you need to do to adapt:

1. Broaden your job search.
2. Keep your video interviewing skills sharp.
3. Show off your WFH chops.
4. Reflect on how you want to work.

Companies Will Expand Their Focus on Diversity, Equity, and Inclusion.

What do you need to do to adapt:

1. If you identify as a member of a marginalized community.
2. No matter who you are.

Recruiting Will Continue to Become More Automated.

What do you need to do to adapt:

1. Tailor your resume.
2. Use automation to your advantage.
3. Don't forget to add a human touch.

There Will Be More Competition Overall.

What do you need to do to adapt:

1. Polish your resume, cover letter, and LinkedIn profile.
2. Be strategic.
3. Think about creative ways to stand out.
4. Embrace upskilling.
5. Be patient and flexible.
6. Practice self-care.

Resource provided by:

