



JOB SEARCH CHECKLIST

SIX-TWELVE MONTHS BEFORE MOVE

- ☐ Identify new location & timeline of relocation
- ☐ Get SUPER excited about the upcoming adventure!
- ☐ Research new cost of living & average wages
- ☐ Define salary requirements (if any)
- ☐ Research work permitting/visa requirements
- ☐ Research local tax laws & banking requirements
- ☐ Research Internet stability and service providers
- ☐ Identify potential employers/local industries of interest
- ☐ Join/follow/subscribe to target company websites
- ☐ Register for email alerts for job vacancies

THREE-SIX MONTHS BEFORE MOVE

- ☐ Update CV/Resume & Notify network that you are searching
- ☐ Leverage network to make new connections
- ☐ Schedule and conduct (online) informational interviews
- ☐ Update social media location settings to new city
- ☐ Change profile settings to alert corporate recruiters
- ☐ Create business card with name, email and ideal job title
- ☐ Identify local clubs, associations, etc. of interest

UPON ARRIVAL IN NEW LOCATION

- ☐ Get out there! Meet people, gather info. Have fun!
- ☐ Volunteer for/with organizations that interest you
- ☐ Learn about local industries and corporate needs
- ☐ Identify how you can fill those needs
- ☐ Follow up with all new contacts. Keep leads warm.