

# GRAVITAS' JOB SEARCH CHECKLIST

The job market is flooded with "we're hiring" posts and endless job board listings—yet many skilled professionals still find themselves stuck in a long, frustrating search. If it feels like your efforts are going unnoticed, you're not imagining it. The landscape has changed, but many are still relying on outdated methods.

Once you've read our ['5 Reasons and Practical Tips to Tackle your job search'](#) blog, follow our 5-stage checklist below to help keep ahead of the hiring curve .

## Week 1: Market intelligence

- ☐ Identify 5 financially stable target companies using annual reports and funding news
- ☐ Research 3 specialist recruiters in your sector and make initial contact
- ☐ Set up Google alerts for your target companies and industry news

## Week 2: CV and digital presence optimisation

- ☐ Update CV with exact keywords from 5 recent job descriptions in your field
- ☐ Test your CV through a free ATS scanner
- ☐ Set up professional video interview space with proper lighting and background
- ☐ Clean up social media profiles and LinkedIn optimisation

## Week 3: Relationship building

- ☐ Schedule coffee chats with 3 industry contacts
- ☐ Join 2 relevant professional groups or associations
- ☐ Attend 1 industry networking event (virtual or in-person)

## Week 4: Interview preparation

- ☐ Complete 2 practice interviews (video record yourself)
- ☐ Prepare STAR method examples for 10 common questions
- ☐ Research salary benchmarks for your target roles
- ☐ Create a 6-month search timeline with monthly milestones

## Ongoing weekly habits:

- ☐ Apply for maximum 5 strategic roles (quality over quantity)
- ☐ Send 3 relationship-building messages to existing contacts
- ☐ Complete 1 practice interview session
- ☐ Review and adjust strategy based on feedback received