



Executive Search Jumpstart Checklist:

- ✓ Do I have the following positioning statements ready?
 - ☐ Tell Me About Yourself
 - ☐ Exit + Transition Statements
 - ☐ Layoff Statement (if applicable)
 - ☐ What I am Looking For
 - ☐ Why this Opportunity
 - ☐ Why this Company
 - ☐ What are My Salary Requirements (using the Anchor + Range Technique)
- ✓ Do I have my references lined up?
- ✓ Am I well-versed on how to work with executive recruiters / search firms so as to avoid missteps?
- ✓ Do I understand the basic essentials regarding online applications, if I choose to leverage this as a key strategy?
- ✓ Do I have an ATS-friendly version of my resume, should I choose to apply online?
- ✓ Do I have my START™ Interview Stories ready?
- ✓ Have I optimized my LinkedIn profile for the search (uploaded content, photo, banner, skills)
- ✓ Have I familiarized with the essential LinkedIn dos and don'ts to quickly address any missteps?