

Vetting checklist

last updated 15-Mar-2009 by Gordon Nuttall

Aligned with Purpose

Yes ____ No ____ maybe ____

- Fostering development of relationships that will lead to effective career networking.
- Providing a mechanism for people to share current job leads.
- Offering weekly presentations and workshops on career development and job-search skills.
- Offering career-development resources (private websites, yahoo groups and LinkedIn group).
- Providing an emotionally supportive environment.
- Providing mechanisms for contact with recruiters and companies with open positions.

An "Avoid"

Yes ____ No ____ maybe ____

- financial, insurance and investment advice (Personal or business)
- medical / mental / health / stress management advice unless a part of "Presenting the Best You"
- personal development counseling, life coaching, spiritual/religious guidance
- selling of services or products

Relevant

Yes ____ No ____ maybe ____

- educational, actionable, skills-based
- reflects current demographics and diversity from members survey and their stage of career development
- highly rated topic that weekly feedback forms say should get repeated

Invigorating, energizing, stimulating

Yes ____ No ____ maybe ____

- pull members through the "doldrums"
- supportive personal connections
- a good start on the week

Does not conflict with complementary organizations

Yes ____ No ____ maybe ____

- Workforce Centers
- NoCoEntreNet, Collectivenet, etc.
- outplacement services (LHH, Liz Ryan, etc.)

Fits in three core subject areas

Yes ____ No ____ maybe ____

1) Tool Kit:

- cover letters, resumes, business card, LinkedIn profile, elevator speech, updated Rolodex or black book, juggling multiple apps on the street .. or multiple offers, rescind a job offer that doesn't fit, submitting resumes over the Internet, following up

2) Presenting the best you:

- learning style, values, communication style, aptitude, capabilities, attitude as it relates to actionable skills, confidence, walk-in resume submittal and informational interviews

3) Your Marketing Plan and Company Research Plan:

- informational interviews, networking, job boards, recruiters, Googling like a master, Help Wanted ads, (why/ whynot), your marketing plan and determining your target companies, finding the inside track