

# THE MOM PROJECT

## Checklist: Setting Your Job Search Goals

*Print this checklist, fill it in and keep it nearby when reviewing job listings and prepping for your interviews. Your answers will help you set a clear vision for your next role.*

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### What type of work do I want to do?

#### STEP 1

Look back at 2-3 of your most recent projects or roles. Write down a few of the specific tasks you owned during each of these roles (such as “financial forecasting”, “creative brainstorming” or “account management”).

**ROLE/PROJECT 1:** \_\_\_\_\_

**TASKS**

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**ROLE/PROJECT 2:** \_\_\_\_\_

**TASKS**

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**ROLE/PROJECT 3:** \_\_\_\_\_

**TASKS**

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## STEP 2

Now, circle the tasks you loved and would like to do more of. Cross out those that you'd like to avoid in your next role.

## STEP 3

Write a job description for your ideal next position. Rewrite all the tasks you circled above, and add any additional ones you'd like to make sure you have the opportunity to work on.

## BONUS

Pick your top 3 must-have job tasks or skills and fill in the following affirmation:

My next role will allow me to \_\_\_\_\_,  
\_\_\_\_\_, and \_\_\_\_\_.

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## About Me

*Use the information from this page to quickly evaluate job postings and determine if they meet your minimum criteria to apply.*

## MY SKILLS

Make a list of your top skills, certifications and experiences that qualify you for the roles you're interested in. This can be things like "management experience" or "project management software."

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## MY IDEAL TITLE

Remember that titles vary depending on the industry and looking for positions outside of your current industry can speed up your search. **Not sure where to start?** Search for some of the skills you listed above on job sites and see what types of roles pull up.

List 3 potential job titles you may search for based on your skills and experience:

- 1.
- 2.
- 3.

## MY IDEAL SCHEDULE

\_\_\_\_\_ hours per day

\_\_\_\_\_ hours per day

\_\_\_\_\_ am/pm start time to \_\_\_\_\_ am/pm end time

## I'M OPEN TO

On-site only

Permanent employment

Fully remote

Contract employment

A combination

Project-based employment

## MY IDEAL COMPENSATION PACKAGE

The typical salary range for similar roles is \$\_\_\_\_\_ to \$\_\_\_\_\_.

I would like to make between \$\_\_\_\_\_ and \$\_\_\_\_\_ per year.

This is between \$\_\_\_\_\_ and \$\_\_\_\_\_ per hour. To find this number, divide your annual salary by 52, then by how many hours a week you would like to work.

## BENEFITS & PERKS

In addition to my salary, I'd like to have the following benefits:

**NEED TO HAVE**      **NICE TO HAVE**

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Health insurance coverage

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Dental insurance coverage

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Vision insurance coverage

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Short-term or Long-term disability coverage

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Additional paid maternity leave

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A Health Savings Acct. (HSA) or Flexible Spending Acct. (FSA)

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Childcare credit

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401k matching or similar

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Stock options

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Sign-on bonus (\$\_\_\_\_\_)

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A minimum of \_\_\_\_ days of Paid Time Off (PTO) per year

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Summer Fridays

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Company cell phone or credit

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Company technology or credit

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Additional perks like fitness stipends and home office credits

Are there any other additional benefits important to you? List them here.

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**MY IDEAL COMPANY WILL:**

Think about what you'd like to see in your next company's work culture and list out a few of your must-haves.

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**KEEP THIS CHECKLIST NEARBY**

As you review job postings online, speak with recruiters and interview with companies, refer back to the list of job search goals you've made here frequently to make sure the role you are applying to and interviewing for is a good fit.

**Get more job search advice and helpful tools like this at [TheMomProject.com](http://TheMomProject.com).**