

closing out your search.

Congratulations on your new job! While it may be tempting to go out to celebrate and leave the job search behind you, it's critical to take a few steps to effectively close out your search.

ending your search

- **Close any doors left open:** Ensure that you communicate your new job acceptance to any ongoing interview process participants and any recruiting firms you've been working with. Make sure you're connected on professional social networks (e.g. LinkedIn) and thank them for their time and assistance. You never know where the relationship could go in the future!
- **Communicate with your network:** Let your network know about your new role and thank anyone who helped along the way. Encourage them to keep in contact with you in the future, and if appropriate, let them know how you might be able to assist them in the future through your new role. Continue to develop your network by keeping in touch.
- **Take down your resume/CV and update your social media profiles:** Make sure to close out any outstanding resume/CV postings and update your social media profiles. You may want to leave a few select job lead emails coming through so you can stay abreast of market demands in your industry as they change.

implementing lessons learned

- **Contemplate your search:** Thinking about your recent search, create a document with tips on what worked for your next job search, including lists of recruiters, job boards (and log-ins), professional associations, and other resources that helped. It may be useful to kick-start your next search.
- **Track accomplishments:** Think of everything that you do in your career as a potential bullet point on your resume, and keep your resume/CV updated at all times. Review your own performance metrics monthly or quarterly and track any achievements for both performance reviews and for addition to your resume/CV.
- **Keep your network engaged:** Carve out time to continue to network. Professional associations, networking groups, philanthropic activities and even simple phone calls to contacts are important aspects to keeping your network connected. Don't forget to help others and respond in an appropriate timeframe when they ask for your assistance.
- **Develop yourself professionally:** Keep yourself informed of new technologies, trends, and issues facing your industry and function to remain on the cutting-edge and keep yourself in-demand on the market. Make time to participate in educational efforts such as webinars, certificates, conferences and seminars; make sure to keep a list of these and add to your resume/CV.
- **Set goals:** Don't get too complacent once you settle in to your new job. Continue to set goals for yourself on the job, professionally, and personally. When we set formal goals, we tend to achieve them! Achieving goals is one key to overall happiness and satisfaction in life.