

EXECUTIVE CHECKLIST: NAVIGATING A HIGHLY COMPETITIVE AND UNCERTAIN JOB MARKET



Moving into executive-level positions in an uncertain job market with high competition requires a strategic and proactive approach. Here's a step-by-step guide to help you achieve this:

CAREER GOALS

- Clearly define your career goals and the executive position you aspire to obtain.
- Identify your strengths, skills, and areas for improvement.
- Stay informed about the company and industry you're targeting for executive positions.

CONTINUOUS LEARNING

- Stay abreast of industry trends and advancements (always stay ahead of the curve).
- Read industry publications and peruse relevant industry websites/forums.
- Identify areas for upskilling in response to changes in industry demands. Always stay relevant.
- Invest in professional development to acquire new skills and certifications.
- Consider executive education programs or advanced degrees to enhance your qualifications.
- Participate in leadership training or workshops to develop strategic thinking and strengthen leadership skills.

MENTORING & COACHING

- Seek mentorship from seasoned executives in your organization and your industry.
- Solicit feedback from mentors, colleagues, and industry professionals.
- Consider hiring an executive coach to provide personalized guidance and help with executive presence.
- Coach or mentor others to enhance your leadership development.

PERFORMANCE, IMAGE, AND EXPOSURE (PIE)

- Audit and enhance your personal brand, evaluate the image (online and in-person) you are portraying to others. People are always watching.
- Ensure your online presence, especially on platforms like LinkedIn, reflects your relevant and notable achievements and expertise.
- Actively build and maintain a strong professional network.
- Attend and present at industry events, conferences, and virtual meet ups.
- Contribute relevant content (articles, blogs, posts), and engage with peers and influencers.

OTHER

- Network strategically, not just with those who are in the position to hire, but those who can give you valuable information about the industry you are targeting.
- Consider reaching out to executive search firms specializing in your industry; leverage their expertise in connecting candidates with executive roles.
- Think positive and be persistent.