



MY JOB SEARCH PLAN

- **I** FOCUS
- 2 RESUME & APPLICATION
- 3 JOB SEARCH & NETWORK
- 4 INTERVIEW & NEGOTIATE

MASTER CHECKLIST

Gain a Clear Focus

| 1. Career Assessment |
|---------------------------------------------------------------------------|
| ☐ I know my interests, skills and values. |
| I know how to apply assessment information to my job search |
| 2. Career Exploration |
| ☐ I know the current salary ranges for my field. |
| ☐ I know what skills are needed to be employable. |
| I know that there are jobs available at my current level. |
| ☐ I have talked to people in my field to learn more about what skills and |
| backgrounds employers look for in competitive candidates. |



Focus

- Job title
- Skills needed
- Salary range
- Labor market demand
- Am I marketable?

Resumes and Applications 1. Crosto Master Posume / Linkedin Profile

| i. Credie | Masier Resultie / Littleditt Fronte |
|-----------|-------------------------------------------------------------------------|
| | My resume includes a summery, experience, and education sections. |
| | have included accomplishments on my resume. |
| | know how to customize my resume for a job opening. |
| | have a draft of my resume. |
| 2. Create | Master Application |
| | have a master application with verified titles, dates, salary & reasons |
| | or leaving. |
| | have a list of current references. |

Resume & Application

- Create resume
- Learn to customize
- Master job application
- References list

Job Searching

- 1. Where to Look
 - I am using the internet to research companies.

■ I understand the background check process.

- ☐ I am using job boards to find leads.
- ☐ I am attending job fairs to interact with employers and to network.
- ☐ I can go to the company in person and ask about openings.
- 2. Who to Talk to
 - ☐ I have a list of the people in my network.
 - □ I am adding new contacts to my network on a regular basis.
 - I have a list of networking questions.
 - ☐ I have established a daily/weekly goal for contacting my network.
 - ☐ I am calling my network contacts on a regular basis.

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Job Searching

- Post resume online
- Network informational meetings
- Target companies
- · Apply for jobs
- Attend job fairs

Interviewing 1. Learn Interviewing Skills Interviewing ☐ I have written a summary statement. I have written out 5 PSRs (**Problem-Solution-Result** stories). What do I have to ☐ I have written out 2 sandwiches (specific to weakness or negatives). offer? • Why should this ☐ I have researched salary surveys (pull 3-5). employer hire me? ☐ I have a list of questions to ask during the interview. ☐ I have practiced how to close the interview. Interviewing 2. Negotiating • Identify financial ☐ I know the current market rate for the positions I am targeting. needs ☐ I know what I want included in my compensation package. • Salary data ☐ I am prepared to ask for what I want. What phase(s) of the plan are you in at this time?_____ What do you want to work on today?_____ NOTES

FOCUS

Action Items:

- Job title
- Skills needed
- Salary range
- Labor market demand
- Am I marketable?

| NOTES NEXT STEPS | | Identify Possible job titles - search job boards by skills and review job descriptions for fit. |
|--------------------|---------|-------------------------------------------------------------------------------------------------------|
| | | Use O*NET to review job titles based on interests or skills. |
| | Conduct | Career Exploration |
| | | Read about position on O*NET. |
| | | Explore and identify salary range. |
| | 🗆 | Identify barriers including time and resources. |
| | | Identify contacts for informational interviews. |
| | | Create a list of informational interview questions. |
| | | Create a script or email message to send to an informational interview contact. |
| | Complet | red Workshops |
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ACTIVITIES:

Assess Myself

Identify Job Titles

Here are some activities to assist you in moving forward with defining your focus.

☐ Identify skills, interest, values or

personality style.

RESUME & APPLICATION

Action Items:

- Create resume
- Learn to customize
- Master job application
- References list

| NOTES NEXT STEPS |
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ACTIVITIES:

Here are some activities to assist you in moving forward with defining your focus.

| Resum | e | |
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| | Review job description and create a t-char | |
| | Write a summary statement. | |
| | Crate PSRs related to job skills. | |
| | Choose format (chronological, functional, combination). | |
| Cover Letters | | |
| | Research person to send the resume and cover letter to. | |
| | Draft a tailored cover letter. | |
| Applications | | |
| | Confirm dates of employment, job title, and reason for leaving. | |
| | Complete a master application. | |
| | Compile a list of references. | |
| | Script message to references (phone, email, LinkedIn) | |
| Completed Workshops | | |
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JOB SEARCH & NETWORKING

Action Items:

- Post resume online
- Network
- Informational meetings
- Target companies
- Apply for jobs
- Attend job fairs

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| NOTES NEXT STEPS | |
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ACTIVITIES:

Here are some activities to assist you in moving forward with defining your focus.

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| Target Companies | | |
| | Target companies. | |
| | Where do I want to work? (location, size industry) | |
| | Generate a target list. | |
| Visible Job Market | | |
| | Use job boards to identify companies that are hiring. | |
| | Contact temporary agencies/recruitment firms. | |
| | Attend job fairs or local hiring events. | |
| Networking | | |
| | Make a list of people you know, your family, friends, coworkers, clients and managers (access your social media accounts, email address book, and personal address book. | |
| | Come up with a short statement about yourself | |
| | Think of a question to want to ask your contact (advice, information, referrals) | |
| Social Media | | |
| | Identify which social media platforms you want to use and why. | |
| | Create professional profiles & bios. | |
| | Think about people to contact or follow. | |
| Completed Workshops | | |
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INTERVIEWING & NEGOTIATING

Action Items:

- What do I have to offer?
- Why should this employer hire me?
- Identify financial needs
- Salary data

| NOTES NEXT STEPS |
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ACTIVITIES:

Here are some activities to assist you in moving forward with defining your focus.

| Interview Techniques | | |
|----------------------|----------------------------------------------------------------------|--|
| | Create a summary statement. | |
| | Create targeted PSRs. | |
| | Create sandwiches. | |
| | Research salary ranges. | |
| | Create list of questions to ask employer. | |
| | Draft a thank you letter. | |
| Researc | h | |
| | Research employer (products, values, industry, competitors). | |
| | Identify people you know at the companies you are interviewing with. | |
| | Research people you will be interviewing with to target responses. | |
| Negotiating | | |
| | Research current salary rates. | |
| | Define what you want in a compensation package. | |
| Completed Workshops | | |
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