



# MY JOB SEARCH PLAN

- 1** 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.

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#### Focus

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

## Resumes and Applications

### 1. Create Master Resume / LinkedIn Profile

- My resume includes a summary, experience, and education sections.
- I have included accomplishments on my resume.
- I know how to customize my resume for a job opening.
- I have a draft of my resume.

### 2. Create Master Application

- I have a master application with verified titles, dates, salary & reasons for leaving.
- I have a list of current references.
- I understand the background check process.

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#### 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 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

- I have written a summary statement.
- I have written out 5 PSRs (**P**roblem-**S**olution-**R**esult stories).
- I have written out 2 *sandwiches* (specific to weakness or negatives).
- I have researched salary surveys (pull 3-5).
- I have a list of questions to ask during the interview.
- I have practiced how to close the interview.

## 2. Negotiating

- I know the current market rate for the positions I am targeting.
- I know what I want included in my compensation package.
- I am prepared to ask for what I want.

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### Interviewing

- What do I have to offer?
- Why should this employer hire me?

### Interviewing

- Identify financial needs
- Salary data

What phase(s) of the plan are you in at this time? \_\_\_\_\_

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What do you want to work on today? \_\_\_\_\_

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NOTES \_\_\_\_\_

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