

My Job Search Plan

1. Gain a Clear Focus

A. Career Assessment

- _____ I know my interests, skills, and values
- _____ I know how to apply assessment information to my job search

B. 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 completed the *Skills Matrix* to compare my current skills to the requirements of the job market
- _____ 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?

2. Resumés & Applications

A. Create Master Resumé / LinkedIn Profile

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

B. Create Master Application

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

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Resumé & Application

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

3. Job Searching

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Job Search & Networking

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

A. Where to Look

- _____ I have contacted targeted temporary agencies
- _____ I am using the Internet to research companies
- _____ I am using job boards to find job 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

B. Whom 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

4. Interviewing

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Interviewing

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

Negotiating

- Identify financial needs
- Salary data

A. 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

B. 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

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

What do you want to work on today? _____