

# 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.
- \_\_\_ Attend **Who Am I?**

### 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.
- \_\_\_ Attend **Am I Marketable?**

1

### Focus

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

## 2. Resumes and Applications

### A. 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.
- \_\_\_ Attend **Resume Facts, Customize Your Resume, Developing Your LinkedIn Profile, & LinkedIn Lab**
- \_\_\_ See a Career Advisor for **Resume Critique** for additional support.

### B. Create Master Cover Letter

- \_\_\_ I have a master cover letter with introduction, qualifications, and call to action.
- \_\_\_ I know how to research contacts in my network to send my resume/cover.

### C. Create Master Application

- \_\_\_ I have a master application verified titles, dates, salary, and reasons for leaving.
- \_\_\_ I have a list of current references.
- \_\_\_ I understand the background check process.
- \_\_\_ Attend **Job Application.**

2

### Resume & Application

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

### 3. Job Searching

#### 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 (#s) for contacting my network.
- \_\_\_ I am calling my network contacts on a regular basis.
- \_\_\_ Attend **Generating Job Leads, Using LinkedIn In Your Job Search, or Informational Meetings.**

3

#### Job Search & Networking

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

### 4. Interviewing

#### A. Learn Interviewing Skills

- \_\_\_ I have written a Summary Statement.
- \_\_\_ I have written out 5 PSRs (Problem, Solutions, Result 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.
- \_\_\_ Attend **Ace the Interview, Presenting Accomplishments, Behavior-Based Interviewing.**

#### 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.
- \_\_\_ Attend **Negotiating the Offer.**

4

#### Interview

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

#### Negotiate

- Identify financial needs
- Salary data

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

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