

# Job Search Plan

## FOCUS

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

Action Items:

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For more information:  
[myplan.novaworks.org](http://myplan.novaworks.org)

## WORKSHOPS

### FOCUS

#### Career Exploration

Career exploration is an opportunity for you to examine your options and to make informed career decisions based upon current local labor market information and employer needs.

#### Positivity

The job-search process is full of ups and downs. The roller coaster ride of emotions can be draining and impact your productivity. We will review techniques and tools that will help you reframe negative thoughts so that you can remain positive and optimistic.

### CAREER NAVIGATION

#### Working in a Virtual World

This workshop will explore how to effectively interview and prepare for a job in the virtual world.

#### Contracting 101

This workshop will highlight how the job market has shifted toward increased contract work.

#### Communication Essentials

This two-day workshop series features skill development in communication, facilitation, and collaboration.

## CAREER ADVISING

*Two ways to get your questions answered:*

### Career Advising

NOVA career advisors are available to speak with you to discuss your job-search needs by phone or by Zoom. To make an appointment complete our online form: [link.novaworks.org/appt](http://link.novaworks.org/appt)

### Advice Line

Do you have a quick question for a career advisor that can be answered over the phone? Complete our online form to request a call back: [link.novaworks.org/advice](http://link.novaworks.org/advice)

# Focus Activities

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

Information & resources at:  
[myplan.novaworks.org](http://myplan.novaworks.org)

## Assess Myself



- Identify skills, interests, values, or personality style

## Identify Job Titles



- Identify possible job titles - search job boards by skills and review job descriptions for fit
- Use ONET to review job titles based on interests or skills

## Conduct Career Exploration



- Read about the position on O\*NET or California EDD website
- Complete the Skills Matrix
- 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

Next steps:

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