

# JOB SEARCH ACTION PLAN

## **Career Services**

**70 Griffin Hall  
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### Self Assessment

- I have identified my personal strengths, skills, interests and values
- I have developed a branding statement that articulates my skills and strengths
- I have identified a list of possible jobs, fields of interest, possible paths
- I can identify short and long-term goals for my career
- I know what employers are looking for and which of those skills match my talents
- I have a sense of the geographic location where I would like to work/ live
- I have researched any skill or knowledge areas keeping me from being qualified for target positions and have made a continuing education plan
- Other:

### Support

- I have identified 3-5 people to be my references and have asked them to write a letter of recommendation
- I have invited several people to be on my job search team and set up a contact plan (Job Club, individual meetings, etc.) with each
  - Mentors (to assist my personal and spiritual development)
  - Family (to encourage, provide networking advice, financial and other support)
  - Friends (to encourage, hold each other accountable, network with)
  - Industry Professionals (to learn about the field, target companies, success strategies, etc.)
  - Career Professionals (to help develop job seeking skills such as interviewing, negotiating, resume development, etc.)
- Other:

### Preparation

- I have translated my branding statement into a 30 second commercial
- I have a market-ready resume reviewed by multiple people
- I have a cover letter template which can be adapted to various job postings
- I have a thank you letter template which can be adapted to various job postings
- I have a formatted and market-ready list of references
- I have a LinkedIn profile that is at All-Star Status with at least 50 connections
- I have studied the most commonly asked interview questions and developed responses to each of them.
- I have practiced answering interview questions several (dozens of) times with different people
- I am familiar with how to conduct informational interviews
- I know how to request transcripts from the registrar

- I have developed a portfolio of my work samples
- I have documented my accomplishment stories and am ready to share these accomplishments with people while networking/ interviewing
- I own at least two complete interview suits/ outfits and other appropriate accessories (portfolio, professional looking notebook, pens, etc.)
- Other:

### Research

- I have identified a list of target companies, jobs and application procedures
- I have learned about professional associations in my industry and joined them as appropriate
- I have researched the companies using a variety of sources
  - Company Research Sites (glassdoor.com, vault.com, hoovers.com, fortune.com, etc.)
  - Company Web Sites, published materials
  - Social Media (Google, LinkedIn blogs)
  - Current and Former employees and others familiar with the organizations
- I am aware of the job market trends that might influence my search
  - Occupational Outlook Handbook
  - Newspaper, journal articles about economy, industries, companies
- I have researched salaries from a variety of sources
  - Network including employees
  - Various Websites (salary.com, payscale.com, indeed.com/salary, bls.gov)
- Other:

### Network

- I am on LinkedIn and check it frequently
- I have a contact plan with my support team members and connect with them (separately or together) regularly
- I conduct multiple informational interviews weekly and follow-up appropriately
- Other:

### Search Strategies

- I set AND KEEP regular job seeking hours every week
- I apply to job postings and document details (application deadline, version of cover letter/ resume used, follow-up date/ person, etc.) diligently
- I set up email notifications of sites that offer them
- I developed a contact plan until the job is no longer available
- I divide my job seeking work week appropriately (25% formal marketplace, 75% networking)
- I have bookmarked at least 5 different job boards in different categories
  - Aggregator sites (Monster, Careerbuilder, Indeed, etc.)
  - Niche/ Regional/ Industrial Sites (<http://jobs.startribune.com/>, American Psychological Association, flexjobs.com, etc.)
  - Targeted Companies Job Boards
- I research and attend job fairs that are appropriate to my search goals
  - Saint Mary's on-campus career fair (Annually in October)

- Government and Nonprofit Career Fair (Annually in October)
- MN Private College Consortium Fair (Annually in February)
- MN Education Fair (Annually in April)
- Other:

### **Management**

- I develop SMART (specific, measurable, achievable, realistic, and timely) goals and accomplish and update them weekly
- I have a contact tracking system developed and in use
- I have a method to track my job search activities
- I spend around 75% of my time networking and around 25% of my time in the formal marketplace (job boards, applications, etc.)
- I maintain a healthy balance in my job search, work/school load, and my physical, spiritual health
- When I get stuck, frustrated, or off track, I reach out proactively to members of my search team
- Other:

### **Interviewing and Negotiating**

- I continue best practices in interviewing until my new job is secure/ started
  - Practice interview questions and answers
  - Memorize your 30 second commercial
  - Develop and practice your accomplishment stories
  - Research the company (especially talking to others who have interviewed with the company before)
  - Develop a set of questions to ask
- I will employ best practices for negotiating and accepting an offer for a position
  - Thank the employer before accepting
  - Get all the details of the work (compensation, scope, location, expectations, benefits, etc.)
  - Get it in writing before accepting
  - Ask for time to consider
  - Seek advice from your team, but make the decision yourself
  - Engage in counter-offers when appropriate
  - Be clear about your decision to accept/ decline offer

### **Onboarding and Transition to the world of work**

- Complete any and all pre-employment tasks (screenings, contracts, etc.)
- Determine appropriate dress for the job and begin to develop your wardrobe
- Approach the job as an opportunity to: grow, learn, develop, and contribute
- Seek out a mentor (not necessarily your supervisor)
- Establish a 30-60-90 day plan
- Continue your professional development
- Deepen and expand your network – within and outside the organization
- Other: