

PART VI. Four Step Action Plan

When faced with finding a job, many people aren't sure where to start. This is where the Four Steps come into play. Rather than just going out to hit the street to look for jobs, following the steps helps you make the most of your time.

STEP 1

Create your Tools

Take some time to create materials that you will use during your job search. This includes any training that you need in order to make yourself attractive to employers. Also, employers are increasingly judging you by your social media sites, so be sure to clean up your Facebook, Youtube, Flickr, Blogs etc.

Keep track of your progress by placing a check in the box next to the tools that you've completed.

<input type="checkbox"/> Master Application	<input type="checkbox"/> LinkedIn
<input type="checkbox"/> Resume	<input type="checkbox"/> Clean up Social Media Profiles
<input type="checkbox"/> Cover Letter	<input type="checkbox"/> Sign up for Job Search and/or Skills Training
<input type="checkbox"/> Thank You Note	

STEP 2

Finding Opportunities

Research at least five target companies, industries and networking activities per week. Useful sources to research companies include: glassdoor.com, onetonline.org, LinkedIn and Facebook. When it comes to networking, attend at least two activities a week and try to walk away with at least two contacts. Meetup.com is a great platform for finding networking activities in your area. Keep track of your progress below.

Research				
ACTION:	Target five companies and/or industries a week			
	Week 1	Week 2	Week 3	Week 4
1				
2				
3				
4				
5				

Networking				
ACTION:	Make two networking contacts a week			
	Week 1	Week 2	Week 3	Week 4
1				
2				

PART VII. Job Search Process

Finding a good job can be a numbers game. The more businesses you contact, the more likely you are to quickly find employment. Also, when you target employers that value your skills and qualifications you stack the odds in your favor. The process below outlines how to *fill your pipeline* – from finding potential jobs to getting the offer.

