

EMPLOYMENT FIRST

JOB SEARCH PLAN

Name _____ Date _____

PART I. Job Specific Skills

Whether you are building a resume, filling out an application or interviewing for a position, you need to be very specific about the knowledge, skills and abilities that set you apart from the crowd.

By describing your qualifications in detail, such as the fact that you have relevant certifications, specific software experience and have mastered a particular brand name of equipment, you give yourself instant credibility with employers. However, don't use jargon unless the terminology is used industry-wide and not just at your last company.

1) List three transferable skills you've gained expertise in over the past few years

- I. _____
- II. _____
- III. _____

2) Complete a S.T.A.R example using one of the skills that you identified above

S.T.A.R Example Format

Skill – Learned ability or natural talent

Task – Job duties or responsibility

Action – Steps taken to meet goal

Result – The measurable outcome of your action

I. Skill(choose a skill from above): _____

Task: _____

Action: _____

Result: _____

3) List types of jobs that utilize these skills

I. _____

II. _____

III. _____

IV. _____

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PART II. Relationship and communication skills

Employers are interested in the way that you interact with coworkers and customers because businesses are built upon relationships. Therefore, it is important to demonstrate that you have good people and communication skills during your job search.

1) List three things your customers, coworkers or supervisors have said about you or your work that a new employer would find valuable

I. _____

II. _____

III. _____

2) Employers value people who can communicate effectively. What are your top two communication skills?

I. _____

II. _____

3) Complete a S.T.A.R example that describes one of your top communication skills

Skill(choose a skill from above): _____

Task: _____

Action: _____

Result: _____

4) List four personal qualities that make you unique and will help you on any job

I. _____

II. _____

III. _____

IV. _____

PART III. Job Duties & Training

Job duties are the specific tasks and responsibilities you have for a particular job. Your duties should be listed in a job description and are usually what your performance reviews are based upon.

1) The work accomplishments you are most proud of include

I. _____

II. _____

III. _____

Name _____ Date _____

PART III. Job Duties & Training (continued)

2) The three most important responsibilities you had in a previous job

- I. _____
 II. _____
 III. _____

3) Training & Credentials

Recent certifications I have received include...

In-house on-the-job training I have completed includes....

Schooling I have taken to improve my job proficiency includes....

PART IV. Employment Challenges

Employment challenges are real or perceived barriers to employment. They include gaps in employment, job-hopping, and being fired among other challenges. It is common to have an issue or two in your work history. The trick to dealing with potential barriers in an interview is being prepared to answer questions about any red-flags.

1) List the two biggest concerns a prospective employer is likely to have when thinking about hiring you

- I. _____
 II. _____

2) What are three things you can say or do to diminish this concern?

- I. _____
 II. _____
 III. _____

3) What is one interview question you most dread being asked? And what is a good answer?

- Q. _____
 A. _____

Name _____ Date _____

PART V. How to Find Jobs

It is best to use a variety of job search methods when you are looking for employment. Technology has changed the way people conduct their job search, but most job vacancies are never advertised online or anywhere else for that matter. More often than not, old-fashioned networking is still the best way to find good jobs.

1) People who quickly find employment use a variety of methods to locate job vacancies. Name three methods to locate job vacancies

- I. _____
 II. _____
 III. _____

2) Name three ways to do research about a company or organization

- I. _____
 II. _____
 III. _____

3) Which organizations does your network think you should talk to as you look for a new job

- I. _____
 II. _____
 III. _____

PART VI. Your Job Requirements

Even if you think you will do anything right now, that just is not the case. Often times, you have specific requirements to be successful in a job – whether it is the location, the hours, the company culture or even the work being performed.

My Requirements	What I'm NOT willing to do

PART VII. 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 simply hitting the streets to look for jobs, following these steps will help 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 verification of training that you have 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 have 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. 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				

Name _____ Date _____

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.

