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Creating a Job Search Plan

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Creating a Job Search Plan



Richard Hudnett, M.B.A., Ed.D.

Purpose



- I. What is it that you want?**
- II. How do you define your ideal career & job?**
- III. How do you want to spend your valuable time each week?**
- IV. What are some steps that you can take today that will move you closer to landing your ideal job?**



Possible Ideas for Finding your Purpose

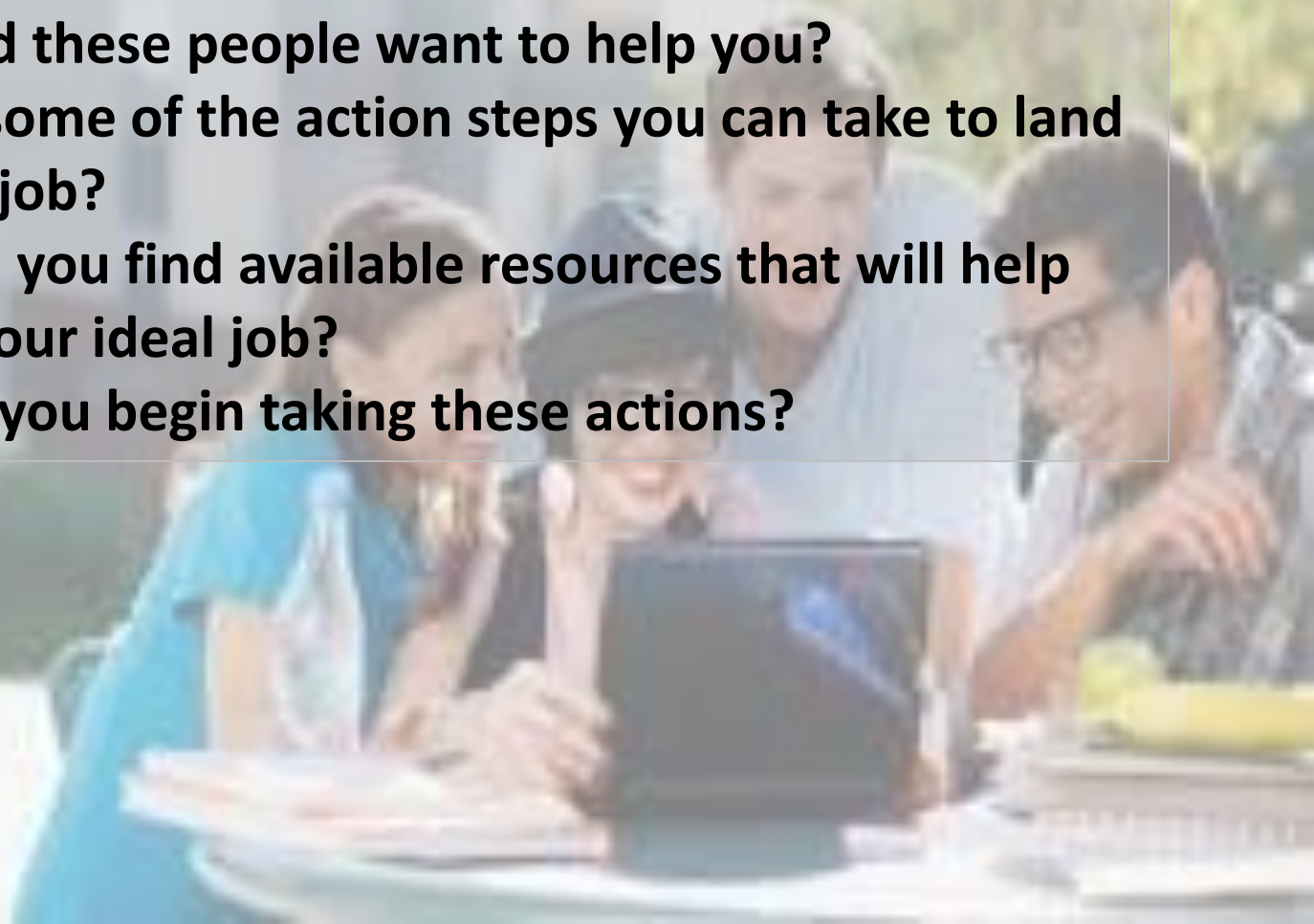


- I. Review existing job descriptions for ideas.**
- II. Look back on your career and volunteer experience to determine what work projects and tasks you enjoyed the most and least.**
- III. Ask others what they think your strengths and weaknesses are.**
- IV. Think about anyone you have ever met and thought they had a neat career / job.**
- V. Think about what motivates you and a career that aligns with it.**

What to Consider After you Find your Purpose



- I. Who are the people that can help you land your ideal job?**
- II. Why would these people want to help you?**
- III. What are some of the action steps you can take to land your ideal job?**
- IV. Where can you find available resources that will help you land your ideal job?**
- V. When can you begin taking these actions?**



A Powerful Proven Step



TAKE ACTION AS SOON AS POSSIBLE



Possible Actions



- I. Take the time and answers the previously discussed questions**
- II. Join a group affiliated with your plans such as SHRM, ISPI, Toastmasters International, PMI, ASQ, and ATD**
- III. Join a chamber**
- IV. Attend networking events**
- V. Utilize available resources such as an Alumni Association, Career Service Center, LinkedIn tools, Facebook, Job Fairs, The National Entrepreneur Center, and Community Business Leaders.**
- VI. Begin working on fulfilling the job requirements you currently do not meet.**
- VII. Be active in the community and sign up to volunteer your time**
- VIII. Research and study the trends in your field of work.**
- IX. Continue to review, update, edit, and tailor your resume to reflect the ideal candidate**

QUESTIONS

