Creating a Job Search Plan

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Creating a Job Search Plan
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?

Purpose
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
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