

JOB SEARCH STRATEGY PLANNER



PROVERBS 19:21

Many are the plans in a person's heart, but it is the LORD's purpose that prevails.

JOB SEARCH

CHECKLIST

If you are not sure of the job industry or role you want. Please complete the occupation worksheet and pondering questions. Use the daily planner sheet to help you stay on track.

Once you have clarity of your target industry, use this checklist to ensure you have all the documents you'll need to get the most out of your job search.

- RESUME COMPLETED
- COVER LETTER
- REFERENCES GATHERED IN ON PLACE
- LINKEDIN PROFILE UPDATED
- RESUME ADDED TO INDEED.COM
- JOBSKAN.CO ACCOUNT SET UP
- IDENTIFIED INDUSTRY SPECIFIC JOB BOARDS
- UPLOADED RESUME TO INDUSTRY SPECIFIC JOB BOARDS
- RESEARCHED TOP 3 COMPANIES

JOB SEARCH PLAN

TARGETED JOB TITLE

DESIRED SALARY

WHEN WOULD YOU LIKE TO
LAND YOUR NEW ROLE?

HOW MANY HOURS A WEEK
WILL YOU INVEST IN YOUR JOB
SEARCH?

WHICH DAYS OF THE WEEK
WILL BE DEDICATED TO YOUR
JOB SEARCH

PROVIDE THE TIME BLOCK THAT
WILL BE DEDICATED TO YOUR
JOB SEARCH?

HOW MANY JOBS WILL YOU
APPLY TO EACH WEEK?

"FOR I KNOW THE PLANS I
HAVE FOR YOU," DECLARES THE
LORD, "PLANS TO PROSPER YOU
AND NOT TO HARM YOU, PLANS
TO GIVE YOU HOPE AND A
FUTURE." JEREMIAH 29:11

PLEASE WRITE OUT YOUR JOB SEARCH SCHEDULE BELOW:

COMPANIES & JOB BOARDS

Please enter your targeted companies and the job boards you'll focus on each week in the next section. Keep in mind that your job search will include applying via job boards and company websites. When selecting job boards, pick one to two so it doesn't get overwhelming. You can pick a general like Indeed.com and choose an industry-specific one by doing a google search.

IDEAL COMPANIES	JOB BOARDS
WHY THE ABOVE COMPANIES?	NOTES

YOUR STRENGTHS

In this section, think about your strengths and why employers should hire you. Think about what your current manager says you do well, things that come to you quickly, and what you enjoy. Make a list of your strengths. If you're unsure, research strengths test like StrengthsFinder to understand your strengths.

STRENGTHS	CAREER ACCOMPLISHMENTS

NETWORKING

"AND WE KNOW THAT IN ALL THINGS GOD WORKS FOR THE GOOD OF THOSE WHO LOVE HIM, WHO HAVE BEEN CALLED ACCORDING TO HIS PURPOSE." ROMANS 8:28

Networking takes time, but it's not as difficult as you think. Make a list of all places where you can build your networking. Networking can be done on LinkedIn, with family/friends, and attending events like mixers. Create a list of places where you'll grow your network.

ACTIVITY	UPCOMING EVENTS
INDUSTRY GROUPS JOINED	WEEKLY CONNECTION GOALS

NETWORKING *Calendar*

MONTH:

MON.

TUE.

WED.

THU.

FRI.

SAT.

SUN.

NOTES:

PRIORITY *Finder*

"THERE IS A TIME FOR EVERYTHING, AND A SEASON FOR EVERY ACTIVITY UNDER THE HEAVENS:" ECCLESIASTES 3:1

The job search can become overwhelming, and you might neglect to put in the time to get actual results if you don't map out essential projects. Sometimes we get so busy doing so many things that we don't accomplish the necessary items. Don't neglect your job search. If you don't have time to commit to your job search, use the priority finder to prioritize your to-do list so, you can make time.

	URGENT	NOT URGENT
IMPORTANT	DO NOW	SCHEDULE
NOT IMPORTANT	DELEGATE	DROP IT

JOB SEARCH

Schedule

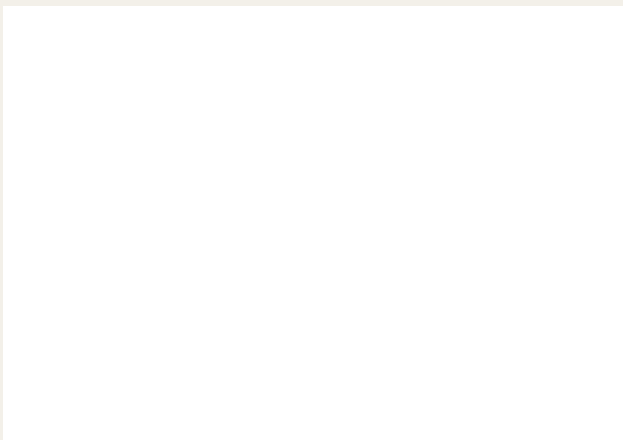
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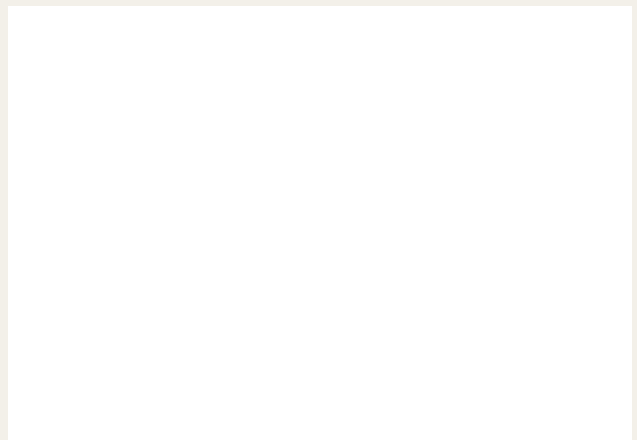
TUESDAY



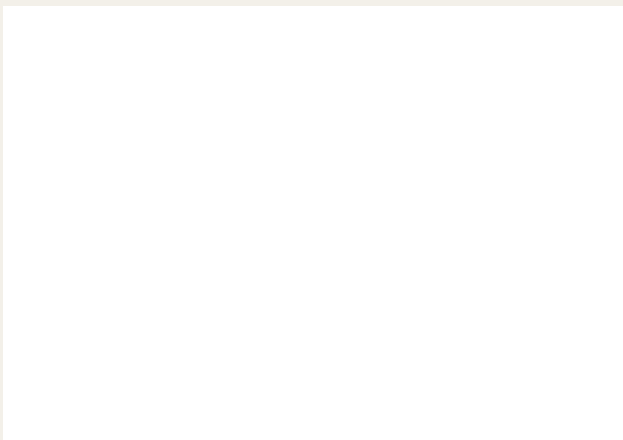
WEDNESDAY




THURSDAY



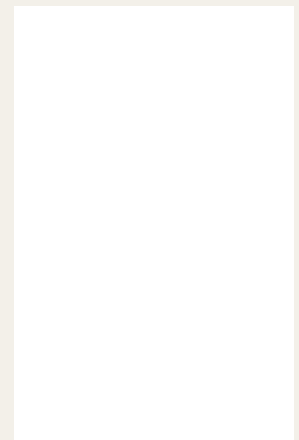
FRIDAY



SATURDAY



SUNDAY



DAILY *Planner*

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NOTES:

JOB OFFER *Assessment*

When you receive a job offer, ask when they need to know if you accept. Usually, you'll get 24 hours. Pray about it and get with someone you trust to discuss the pros and cons of taking the new position.

PROS

CONS

Notes