

MY EMPLOYMENT PLAN

Please use this planner as you work through each step in the Job Search and Preparation Guide. You can refer to the information saved here as you go through the process of finding a job, earning a new job, and starting that job.

Find out About **YOU**

My career or employment goal:

Date I will achieve this goal:

Steps to get to my career or employment goal:

My values are:

My personal mission statement is:

Find out About **YOU**

My strengths are:

My career interests are:

I definitely don't want to:

My social media says this about me:

When I google myself, I see this information:

RESEARCHING CAREER OR EMPLOYMENT GOAL

Spend time thinking about the job you want and the path to get there. Think about the organizations that offer that job and what they are like.

Job I want to obtain:

Average pay and benefits of that job:

Steps I need to take to move into that job:

Are there jobs I need first to work toward my goal?

Do I need additional education, training, or certifications?

Timeline to complete steps and meet your goal:

Organization(s) I want to work for:

What do I know about each organization after reviewing the website or talking with others who work there?

What is the work culture? Will I fit into that culture?

What are the working conditions?

ORGANIZATIONS TO RESEARCH

Spend time learning about the companies that offer the job you want to obtain and the requirements needed to obtain your job.

Is on-the-job training provided or will I need training prior to being considered for employment?

Where are trainings/education offered:

Costs for training:

Sources of financial assistance:

My plan for covering the cost and budget while in training:

My plan for balancing work, family, homework, and other daily tasks:

PREPARING TO APPLY FOR A JOB

As you get ready to apply for jobs, complete these steps to get started with the process:

- ☐ Review the Find out About YOU section before the interview.
- ☐ Clean up social media.
- ☐ Develop a personal elevator pitch.
- ☐ Prepare a resume.
- ☐ Walk through a general job application.
- ☐ Write down your employment history.
- ☐ Choose the right references.
- ☐ Write a rough draft of a cover letter that is written in your voice, comes from your heart, and includes the value you bring to a company.

My elevator pitch:

My employment history:

My three references:

My value to a company:

FINDING JOB OPPORTUNITIES

List people in each of these areas to identify your network who can help you get a job:

Who do I know that works in the field that could connect me to opportunities:

Who are people who know how I work:

What groups or networks could I reach out to for help in connecting with people in the field I want to enter:

Seek job openings in these areas:

SEARCH THE INTERNET

- ☐ Go to company site to search for openings and learn about the company.
- ☐ Understand the specifics of a job opening and how it fits into the business.
- ☐ Tailor your resume to fit the job opening, such as matching work experience to the job description.

ATTEND JOB FAIRS

- ☐ Dress professionally and be ready to interview on the spot.
- ☐ Take several copies of your generic resume.
- ☐ Collect business cards from each individual.
- ☐ Talk with people as if you are being interviewed.
- ☐ Make notes about who you talked to and what you talked about.

PREPARING TO INTERVIEW

As you prepare for the interview, complete these steps:

- ☐ Review the Find out About YOU section.
- ☐ Ask the person who schedules the interview what the process will be. (Is there a phone interview, first interview, materials to prepare/present, etc.?)
- ☐ Prepare questions to ask during the interview.

What I know about the company:

What questions I can ask:

Questions to help me understand how leadership makes decisions and how I can contribute:

Questions to help me understand how I can use my strengths or build skills:

Questions to help me understand how my values match the organization and the position:

After the interview, send a personal thank you note.

CHOOSING THE RIGHT JOB OFFER

As you consider a job offer, review the Find out About You section and consider these areas:

Do the company's values reflect my own?

Where is the job located and can I easily get there?

Where will I complete most of the work (in an office, out in the field, etc.)?

How many hours per week?

What is the schedule and is it consistent?

Other considerations: