

Job Search Process — An Action Plan

1/5

Plan your job search process

Searching for work is more than writing and sending out covering letters: it is closely tied to career planning and personal growth. The following table presents some essential elements of the job search process. They are not in any particular order. Consider them from the point of view of your own job search: are they very important or fairly important to you, not essential at the moment or have you already taken care of them? You may not rate them all as 'very important'. There are also empty slots where you can write important job search steps of your own.

After you have gone through these, pick the ones that you consider important for you at the moment and make up an action plan.

Tailor your covering letter and CV to the job you are applying for. Emphasise your skills according to what the employer is looking for. Very important Fairly important Not essential at the moment Already taken care of	Investigate the job markets and find out the opportunities available to you. Very important Fairly important Not essential at the moment Already taken care of	Make constant efforts in planning your career path. Think beyond your first job/traineeship. Very important Fairly important Not essential at the moment Already taken care of	Find out what new skills you need to acquire. Very important Fairly important Not essential at the moment Already taken care of
Make use of your past experiences. Very important Fairly important Not essential at the moment Already taken care of	Tell your friends and family that you are looking for work and ask them for tips. Very important Fairly important Not essential at the moment Already taken care of	Make up a list of interesting employers by following the news, browsing the Internet etc. Very important Fairly important Not essential at the moment Already taken care of	Find opportunities to develop your skills. Be creative and break out of your comfort zone. Very important Fairly important Not essential at the moment Already taken care of

Find out the wage levels in your profession. Very important Fairly important Not essential at the moment Already taken care of	Reflect on your previous work experience and consider the tasks you liked and did not like. Very important Fairly important Not essential at the moment Already taken care of	Recognise the things you are good at and invest on them. Very important Fairly important Not essential at the moment Already taken care of	Set realistic goals for yourself and make up a timetable for these. Very important Fairly important Not essential at the moment Already taken care of
Attitude? Consider your attitude towards working life and how that affects your way of approaching prospective employers. Very important Fairly important Not essential at the moment Already taken care of	Learn to describe yourself and your abilities in an interesting manner. Learn to market yourself and your special skills. Very important Fairly important Not essential at the moment Already taken care of	Learn to network and find the right people. Very important Fairly important Not essential at the moment Already taken care of	Use different job-search mediums. Very important Fairly important Not essential at the moment Already taken care of
Recognise your interests and the things that motivate you. Very important Fairly important Not essential at the moment Already taken care of	Assemble a portfolio of your previous work and achievements. Very important Fairly important Not essential at the moment Already taken care of	Be systematic. Very important Fairly important Not essential at the moment Already taken care of	Imagine what your ideal job would be like. Very important Fairly important Not essential at the moment Already taken care of
Seek for employers who share your values. Very important Fairly important Not essential at the moment Already taken care of	Make it clear to yourself what you want. Very important Fairly important Not essential at the moment Already taken care of	Prepare for a job interview. Very important Fairly important Not essential at the moment Already taken care of	Assess your job application process and make use of the feedback you received. Very important Fairly important Not essential at the moment Already taken care of

<p>Find out what kind of skills and characteristics employers are looking for.</p> <p>Very important</p> <p>Fairly important</p> <p>Not essential at the moment</p> <p>Already taken care of</p>	<p>Call after your application.</p> <p>Very important</p> <p>Fairly important</p> <p>Not essential at the moment</p> <p>Already taken care of</p>	<p>If you did not get chosen for a job, think of the reasons behind it and consider what you could do differently the next time.</p> <p>Very important</p> <p>Fairly important</p> <p>Not essential at the moment</p> <p>Already taken care of</p>	<p>Core knowledge and skills within your degree – what are they? Sum up the things you are good at.</p> <p>Very important</p> <p>Fairly important</p> <p>Not essential at the moment</p> <p>Already taken care of</p>
<p>Assess your skills from the point of view of the job you are applying for.</p> <p>Very important</p> <p>Fairly important</p> <p>Not essential at the moment</p> <p>Already taken care of</p>	<p>Interview your friends about their jobs.</p> <p>Very important</p> <p>Fairly important</p> <p>Not essential at the moment</p> <p>Already taken care of</p>	<p>Revamp your job-hunting documents. Learn to make a good CV and covering letter.</p> <p>Very important</p> <p>Fairly important</p> <p>Not essential at the moment</p> <p>Already taken care of</p>	<p>Write down your experiences and assess what you have learnt.</p> <p>Very important</p> <p>Fairly important</p> <p>Not essential at the moment</p> <p>Already taken care of</p>
<p>Contact prospective employers – send an open application to a company you are interested in.</p> <p>Very important</p> <p>Fairly important</p> <p>Not essential at the moment</p> <p>Already taken care of</p>	<p>Get someone else to read your covering letter and CV.</p> <p>Very important</p> <p>Fairly important</p> <p>Not essential at the moment</p> <p>Already taken care of</p>	<p>Find out about the employer and job you are about to apply for.</p> <p>Very important</p> <p>Fairly important</p> <p>Not essential at the moment</p> <p>Already taken care of</p>	

Action Plan

Consider your answers in the previous exercise and write down below the things you consider as very important and fairly important. Advance step by step and think of what action you should take, in what order and then set up a timetable. Once you have accomplished one thing, come back to the list and tackle the next one. Ticking the “OK” box will spur you on!

Very important	What action should I take?	Timetable/Deadline	Ok	What did I accomplish?
1.				
2.				
3.				
4.				
5.				
6.				
Fairly important	What action should I take?	Timetable/Deadline	Ok	What did I accomplish?
1.				
2.				
3.				
4.				
5.				
6.				

You can also list the things you already taken care of:

Sum up your goals. I aim to...