



## Job Search Planning Guide

Whether you are planning for a job in the distant future or need to get your materials together as soon as possible, a strong plan will make a significant difference in the search and application process. The below questions should be used to walk you through your goals as well as assist you with creating an action plan for moving forward.

Reflection Questions:

- 1. What are your long-term career goals? Keep this broad and achievable in the long-term.
- 2. What are your short-term objectives? Objectives are more short term, action oriented, and support overall long-term goals.
- 3. What steps will need to be completed in order to move toward your goal?
  - a. Include small, specific steps here. Things like “write a new resume”, “refine my top skills list”, or “finish my LinkedIn Learning Certificate” are good examples.
- 4. Prioritize your action steps using the following codes: A = very important, B = important but not urgent, C = optional or least important. From here, rank each step and put them in order in the table below.
- 5. Finally, put these action steps on your calendar. Consider your timeline, you might prefer daily, weekly, or monthly activities.

**Action Steps Table**

List your ranked action steps below. Consider items like classes you want to take, programs, webinars, scheduled time to job search, updating your resume, etc.

Priority	Description	Target Completion Date
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____



## **Job Search Planning Guide Example Process**

### **1. What are your long-term career goals?**

I aspire to continue working in project management. My current position is grant funded and the contract ends in 3 months, so I would like to find a position that is similar to what I am doing now. It would be great if I could find something that allows me to work with more data and in a different division so I can broaden my skillset.

### **2. What are your short-term objectives?**

Brush up on my Microsoft Excel Skills, make sure my resume is ready to distribute, find new roles and explore other divisions.

### **3. What steps will need to be completed in order to move toward your goal?**

Complete the Advanced Microsoft Excel course on LinkedIn Learning

Review my resume with a red pen and mark initial thoughts or edits

Ask someone to review my resume to give me their thoughts

Ask my current supervisor for feedback on where I could improve my skills

Solidify my list of references - ask their permission and preferences for the job search

Spend one night per week looking at the job boards

Updated LinkedIn

Get into contact with my network to see if anyone has any connections or job leads

### **4. Prioritize your action steps with the A, B, C method. Once each task has an A, B, or a C, rank them within each category; i.e. A1, A2, A3, B1, etc.**

Complete the Advanced Microsoft Excel course on LinkedIn Learning - C --> C1

Review my resume with a red pen and mark initial thoughts or edits A --> A2

Ask someone to review my resume to give me their thoughts A --> A1

Ask my current supervisor for feedback on where I could improve my skills B --> B3

Solidify my list of references - ask their permission / preferences for the job search B --> B1

Spend one night per week looking at the job boards B --> B2

Updated LinkedIn C --> C2

Get into contact with my network to see if anyone has any connections or job leads A --> A3

### **5. What steps will need to be completed in order to move toward your goal?**

Put the above priorities in the Action Steps Table in order, starting with A1 and ending with the last C. In the example, these would be listed A1, A2, A3, B1, B2, B3, C1, C2. From there, schedule these activities on your calendar so you can make progress. Think of these calendar holds as firm meetings with yourself that you will not cancel.