

Job Search Planning Guide

Whether you are beginning your job search immediately or planning your next steps over time, a thoughtful approach and well-prepared materials can help position you for success in your career transition. 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”, or “refine my top skills list”.

Prioritize your action steps using the following codes:

A = High Priority
B = Medium Priority
C = Lower Priority

From here, rank each step and put them in the order of importance in the table below.

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. Create an action plan that outlines the steps you will take to move toward your next career opportunity. Prioritize the activities that will have the greatest impact on your job search, such as:

- Reviewing and updating your resume
- Seeking feedback from a trusted colleague, mentor, or supervisor
- Reaching out to your professional network
- Confirming references
- Researching and applying for job opportunities
- Identifying areas for skill development
- Updating your LinkedIn profile, if applicable
- Get into contact with my network to see if anyone has any connections or job leads

4. What steps will need to be completed in order to move toward your goal?

- A for the High priority steps
- B for the Medium Priority Steps
- C for Lower Priority Steps.

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.