**JOB SEARCH PLAN**

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This simple Job search template is designed to get you started on the “job search road”, using a mixture of coordinating the work you have done to date through the various Career review exercises, along with creating a structured approach to looking for a new job. Add any elements that you find helpful.

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| CAREER OPTIONS/RESEARCH **If you have completed the career review exercise, the ideal job description and scenarios and options exercise, what research do you need to be doing on all of the future career options to see how feasible they are? List the below for follow up with activities and dates:** |

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| “MUST HAVES” IN THE NEW JOB **As a reminder to yourself, list a half dozen or so “must haves” for any new role you are considering; remember, these may relate to aspects of the sort of organisation you work for, the team, the type of skills you are using, and practical elements such as salary and location:** |

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| CV UP TO DATE! **Remember this is a planning document as well as a practical job search document, and you need to have a “base CV” with suggested areas of career ambition, professional profile, qualifications and education, work experience overview along with achievements in each role, and summary personal information. What state of play is yours in, and have you considered creating different CVs for different jobs, or a CV based on skills/competencies instead of work chronology? List below what you need to do to get this in order:** |

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| WEBSITES YOU WILL USE AND CHECK **Make a list of several web sites you are registered with, and how you will review what possible jobs are coming up, some generic and some specific, like the Guardian:** https://jobs.theguardian.com/?\_ga=2.16418038.1947718623.1504099997-1486382473.1504099997 |
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| NETWORKS/LINKS TO PEOPLE WHO CAN HELP YOU **If networking conjures up images of cheap white wine and insincere smiles you need to think again. Networking is the life blood of new careers, business and ...well, pretty much everything! People help people they know, like and trust - so your immediate friends and family are the best people to let know how they can help you. Think back through your career, and list people who may be of help, or who could put you in touch with someone who can. Look at joining professional networking websites like Linked In**: <http://www.linkedin.com/> |
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| JOB SEARCH TIME **Quantify how much time, and book it in and commit to it to work on job search on a weekly basis; remember the principles of project management. *Strategy without tactics is the slowest route to victory. Tactics without strategy is the noise before defeat* *—*Sun Tzu.**  **You need both a Plan and a Schedule. The Plan tells you what deliverables are needed to produce the needed outcome. The Schedule tells you when the work to produce those deliverables needs to be performed. It is suggested that you use this template as the overall plan, and create a separate schedule of time and activity. List below how you are going to do this:** |

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