

Job Search Plan Worksheet



10 Easy Steps
to get the
Job You Want!

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ReadySet HIRED! Worksheets are intended to be used as a guide. The elements listed are some of the things you need to consider at particular stages of your job search. The worksheets are by no means absolute, so don't feel you have to complete every item in order to proceed. They are also not exhaustive, so there are likely "other" elements you might want to consider that are not on the worksheets, depending on your particular situation and requirements. If you see the symbol †, refer to the related Reference Sheet for more information. Revisit the worksheets often to revise and recalibrate them as necessary based on your successes and challenges.

Create a SMART Job Search Plan

| Specificity | Measurability | Attainability | Relevance | Timing |
|--|--|--|---|--|
| I have clearly defined my job search objectives. | I can measure the outcome of my job search activity. | My job search objectives are challenging while being realistic and achievable. | My activities and efforts are appropriately related to my job search. | I have indicated milestones for my job search and put stakes in the ground to help me reach my objectives. |

3 Elements of an Effective Job Search Plan

1. Vision

What will the outcome of your job search be? Use the boxes below to write out your vision. Keep a copy of this vision on you at all times. Stick it on your fridge, your dashboard, your bathroom mirror – anywhere and everywhere that will remind you about what you want.

| Job | Industry | Location | Compensation | Start Date |
|-----|----------|----------|--------------|------------|
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a) What do I know about the types of jobs I'm interested in?

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b) What do I know about the companies I'm interested in?

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c) What do I know about the industry I'm interested in?

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d) What do I know about my market worth?

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2. Documents

a) What documents do I need for my job search (resumes, reference letters, transcripts, etc.)?

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b) Which documents do I already have? Are they organized in an accordion file?

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c) Which documents do I still need to get? How do I get them if and when I need them?

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d) Do I have my electronic documents organized and stored on a flash drive or other media device? What do I need to transfer to electronic format?

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3. Job search activities

| (a) Job search activities (eg. working on my resume, researching, networking, etc.) to be scheduled in my calendar: | (b) Dates, times and durations of these activities: |
|---|---|
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For more details to help you get started in your job search, be sure to review:

- Step 1. Getting Started on the ReadySet HIRED! website
- Getting Started Checklist