

BUILD YOUR PLAN

JOB SEARCHING

Use this worksheet to help plan out your Job Search process. Your hard work and patience will pay off, getting you closer to that dream job!

I. GET ORGANIZED

While you gather information in your Job Search, it's really important to stay organized. Job searching can be stressful and frustrating if you don't approach it in a way that will benefit you!

At the end of this worksheet is a fillable checklist that will help you begin the process. This could help you keep track of what you've completed and what you still need to do. Before you begin make sure you...

- Create a space to save all the information you gathered related to your job search including companies, listings, job titles, etc. You can save this information in a binder, spreadsheet, or google doc in addition to the checklist. Whatever works best for you.
- Use the checklist to fill in target dates for certain tasks.
- Keep your sanity and try not to stress over one job or why you don't get a particular job
- Be consistent and persistent

2. ASK YOURSELF... "WHAT IS MY PURPOSE FOR THIS JOB SEARCH?"

Are you looking for a job to support you as you go through college, or are you looking for a job to launch your career? Or Both?! Fill in these prompts below to think about the purpose of your Job Search to begin to steer you in the right direction.

I am interested in these industries

I am passionate about working in these careers

I would like to work in these companies

List the top three jobs that you want
(Long-Term Goals)

List the top three jobs that you need
(Short-Term Goals)

3. START CREATING ACCOUNTS WITH DIFFERENT ONLINE JOB BOARDS

LINKEDIN

Email: _____

Password: _____

Use the “Build Your LinkedIn Profile” worksheet to help create a profile that will stand out to employers. Don’ have it? Please email Landurdreamjob@gmail.com to get a copy.

GLASSDOOR

Email: _____

Password: _____

Upload your LinkedIn profile or resume or enter information manually

Manage multiple resumes for different jobs

Set your job preferences based on your interests

Create job alerts to get notified immediately when positions open up

INDEED

Email: _____

Password: _____

Upload/Build your resume

Set your job preferences based on your interests

Create job alerts to get notified immediately when positions open up

MONSTER

Email: _____

Password: _____

Upload your resume or enter your information manually

Manage multiple resumes for different jobs

Set your job preferences based on your interests

Create job alerts to get notified immediately when positions open up

4. NETWORK

Networking and creating valuable connections is important because your connections can help you along the way of your job search.

Referrals and being recommended to employers through professional connections are one of the most powerful ways to find a job.

1. _____
2. _____
3. _____



Are you connected on LinkedIn with your 3 references? If not, why?



Tip: make sure you get authorization from your reference prior to using them in an application process so they are informed and ready when the employer contacts them.

5. RESEARCH THE COMPANIES

Learn about the specific companies that you want to work for. It's important that you know the company's values and goals and that you agree with them.

Research one (1) company using the information below as a starting template.

Feel free to do this with as many companies you are interested in and also keep track of them in your preferred method (binder or spreadsheet or google doc).

Company: _____

Mission: _____

Vision: _____

Values/Goals: _____

Benefits: _____

Work Environment: _____

Types of Positions: _____

Opportunities for Career Advancement: _____

JOB SEARCH CHECKLIST

	TARGET DATE	IN PROGRESS	COMPLETED	NOTES
PLANNING				
Binder or spreadsheet				
PURPOSE				
Define type of job you need or want				
Connect with career counselor				
MARKETING				
Resume				
Cover letter				
LinkedIn profile created				
NETWORK				
In person				
Reach out to contacts on social media				
THE SEARCH				
Google				
LinkedIn				
Glassdoor				
Indeed				
Meta-major job boards				
Narrow your search to 1-2 jobs				
INTERVIEW				
Research interview types				
Practice for the interview				

Skyline College has career counselors, job placement coordinators and faculty who are eager to help you through from beginning to end. Contact us at LandUrDreamJob@gmail.com, or call us at (650) 738-4337 to schedule an appointment and receive more one-on-one support.