Job Hunting Plan of Action

Use this plan of action as a living document to keep track of your job hunting efforts. The more honest you are in this document, the better you can prioritize your efforts.

Your Objective

Please fill in your one-sentence objective:

Survey of Your Job Hunting Materials

Take some time to locate your job hunting materials and evaluate what shape they're in.

Document	Don't have	Needs to be redone	Needs to be updated	Needs minor tweaks	Ready to send out
Resume					
Cover letter template					
Letters of Recommendation					

Top three priorities related to these materials and their due dates:

Goal of time to spend per week:

Survey of Your Network

Jot down details about your network.

1. How many people are in your network?

2. Do you have strategic connections across industries?

3. Do you know people at different stages in their careers?

4. Have you helped refer at least two people in your network to jobs in the past year?

5. Do you have a personal board of directors?

6. Do you belong to any free or paid networking groups on- or offline?

Now that you've given this some thought, start building a more robust network.

A personal board of directors has three to five people you trust who can give you objective but specific advice from time to time to help you grow your career. Ideally, your board will have a mix of people across industries and occupations and backgrounds so you're getting well-rounded advice.

List the three to five people you'll ask to be on your personal board of directors:

A lot of networking is about getting out there to meet people, whether it's connecting through forums online or in person through community business events. Find two connection opportunities you'd like to attend in the next month and write their details below.

Event #1:

Event #2:

The next part of networking is giving. Make it your goal to share two things with your network every week—it might be posting an article online with a colleague or referring a friend who's recently out of work to a job at your last company. Sharing can also take the form of buying someone lunch to do an informational interview where you learn about that person's job or offering to help a junior person in your field develop confidence.

List some of the giving activities you're prepared to do on your job hunt:

Survey of Your Job Hunting Accounts

Take a survey of your job hunting accounts, and document your login information and the status of each below. Note that since this has a space to store your password, only fill this information in if you're going to keep this document somewhere safe where no one else can access it.

Account	Have/don't have	Login documentation	Professional bio	Professional photo	Resume updated	Resume uploaded
Linkedin.com						
Monster.com						
Indeed						
Simply Hired						
Glassdoor						
CareerBuilder						

Top five priorities:

Goal of time to spend per week:

Survey of Your Social Accounts

Take a survey of your social accounts, and document your login information and the status of each below. Note that since this has a space to store your password, only fill this information in if you're going to keep this document somewhere safe where no one else can access it.

Account	Have/don't have	Login credentials	Professional bio/ summary	Feed checked and clean	Photos checked and clean	Curated relevant content	Contact info updated
LinkedIn							
Facebook							
Twitter							
Google+							
Instagram							

Top five priorities:

Goal of time to spend per week:

Dream Companies

List the top five companies you want to work for and why. Note how often you plan on checking on each company.

Company name   **Reason**   **Check back interval**

                                                                  (weekly, biweekly, monthly, or quarterly)

_____

_____

_____

_____

Job Tracking Sheet

Every time you find a job lead, enter it in the sheet below and note current status.

Job title	Source (LinkedIn, Monster)	Name of contact	URL for job	Company website	Status (reviewed, prepped materials, applied)	Submitted (list of submitted materials)	Date (move date to second column)	Next steps	Notes