

# 6 Steps to a Job You Love!



Another Option:  
Start Your Own Business!

## ***Step 5:***

***Uncover Opportunities  
You Might Love!***

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## **Step 5: Uncover Opportunities that You Might Love!**

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## The Top 5 Most Effective Job Search Strategies!

Answer “Yes” or “No” to the following questions related to your job search.

Questions:	YES	NO
1. Have you completed an assessment of your “ideal” job/career preferences and developed your Career Transition Plan?		
2. Are you aware of how to use your “ideal preferences” to target specific companies and look for opportunities which may or may not be advertised?		
3. Have you used at least three or more job search strategies to enhance your ability to be successful in making a smooth transition?		
4. Have you used “LinkedIn” to cultivate a professional network which could provide information, job leads, and networking contacts?		
5. Do you have a script of what you would say to talk to your contacts in order to research companies and potential opportunities?		

## The Internet: The Good News and..... the Bad News!

The Internet has become one of the main tools that job seekers use to conduct their job search. Unfortunately, some people believe it is the only tool available to them. A few thoughts follow on the good news and the bad news about the use of the Internet for your job search.

### ***The Good News:***

When used effectively, the Internet is an invaluable resource that can support many facets of the career transition process including:

- **Planning Tools:** Access websites which provide the free use of online career planning and style assessment tools and resources.
- **Labor Market and Occupation Trends:** Research trends in jobs, careers, occupations, industries, and geographical areas.
- **Employer Information:** Locate employers in your geographical area, within a specific industry, or those which specialize in particular products or services.
- **Communication:** Communicate with networking contacts and respond to requests from prospective employers via email, the most commonly used tool for communication between prospective employers and candidates.
- **Resume Submission:** Submit your resume by email to prospective employers.
- **Interviews:** Participate in an interview with a prospective employer via a videoconference, webcam session, or a videotaped interview which is transmitted by email.

### ***The Bad News:***

#### ***Overwhelming with millions of jobs posted requiring hours to search:***

The bad news is that the amount of information that is available online is overwhelming, millions of jobs are posted on web-based job boards, and job seekers can spend literally hundreds (or thousands) of hours in front of the computer, without actually making any progress in their job search. In fact, it is estimated that over **40 million resumes** are floating around the Internet.

So, contrary to popular belief, using a shotgun approach to scatter your resume all over the internet as your **only** job search strategy may not be the most effective way to get a job in a tough economy! Increase your productivity and reduce the time spent on job search activities by using a more targeted, focused approach.

## Effective Job Search Strategies

### The *Least Effective* Job Search Strategies

Job Search Strategy	Success Rate
<b>Job Postings:</b> Responding to job postings by employers in professional/trade journals or on Internet job boards.	7% to 10%
<b>Newspaper Ads:</b> Responding to ads in the local newspaper has a higher success rate for jobs requiring fewer skills and offering lower pay.	Between 5% and 24%
<b>Employment Agencies, Executive Recruiters, Headhunters:</b> Going to private employment agencies or search firms for help in finding a job has a higher success rate for jobs requiring a high level of skills and providing a high level of pay.	Between 5% and 28%

### The Top 5 *Most Effective* Job Search Strategies

Job Search Strategy	Success Rate
1. <b>Self-Assessment:</b> Create a profile of your skills, interests, and preferences to identify the types of companies or organizations that would be a good fit with your uniqueness.	86%
2. <b>Online Community or Job Club to Target Companies:</b> Work with others in an Online Community or Job Club to identify companies or industries of interest to you, based upon your self-assessment profile, located in the town or city where you want to work.	70%
3. <b>Target Companies:</b> By yourself, identify companies or industries of interest to you in the town or city where you want to work.	69%
4. <b>Places of Interest:</b> Contact an employer, factory, or office that interests you, whether they are known to have a vacancy or not.	47%
5. <b>Asking for Job Leads:</b> Ask friends, family, or people in the community for job leads, which match the types of jobs that you identified in your self-assessment profile.	33%

Adapted from "The Job Hunter's Survival Guide", by Richard N. Bolles, Ten Speed Press, 2009.

## Additional Job Search Strategies

### Not the Most nor the Least Effective Strategies:

1. *Schools, colleges, universities, alumni clubs*
2. *Phone Books (online or real world)*
3. *State/Federal Employment Offices*
4. *Civil Service Commission*
5. *Pick Up Locations (such as union halls)*

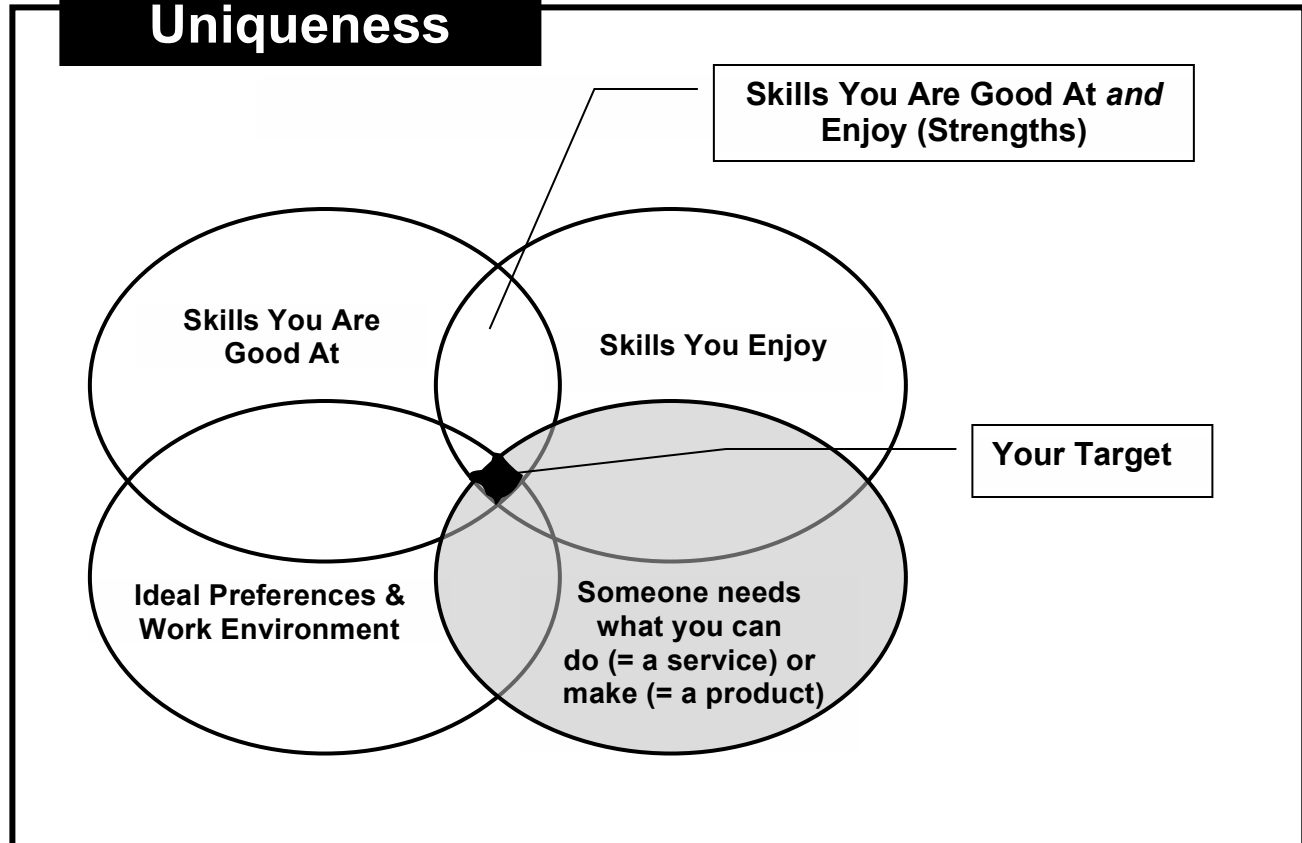
### Other Options to Consider

1. **Work for Yourself:** Start your own small business providing a product or service that customers want or need.
2. **Retraining:** Go back to school and get retrained for some other kind of occupation than the one you've been doing.

Adapted from "The Job Hunter's Survival Guide", by Richard N. Bolles, Ten Speed Press, 2009.

**What strategies could you consider adding to your job search?**

## Cultivate Your Uniqueness



Avoid using the shot gun approach to the job search as your only job search strategy! Writing a resume and posting it on online job boards has a 10% success rate. However, research has shown that using three or more strategies will significantly increase your chances of success. Therefore, a targeted, focused approach to your job search, both online and off line, will be most effective.

In the workshop entitled, "**Step 2, Design Your Future: Create a Plan to Guarantee Smooth Transitions,**" you defined your strengths, clarified your ideal preferences, and developed your short and long-range Career Transition Plan. In "**Step 3, What's Hot?,**" you used the internet to research job, occupation, and industry trends. In "**Step 4, Shameless Self-Promotion: Stop "Bragging" and Start "Promoting,"**" you designed your resume to target certain types of jobs or industries.

Now, you are ready to identify organizations and companies that might have a need that you could uniquely fill.

## Using Your Strengths & Ideal Preferences to Target Companies

### Target Organizations and Companies:

The first step to using a targeted, focused job search process is to identify potential organizations, based upon your strengths, ideal preferences, and Career Transition Plan.

You can research organizations and companies based upon:

1. **Your Strengths:**

What organizations exist which might utilize one or more of the skills that you enjoy?

Examples could include: Cooking, serving people, math, driving, organizing, using computers, fixing mechanical objects, teaching, landscaping, technical writing, statistical analysis, administrative support, budgeting and forecasting, etc. **OR.....**

2. **Previous or Potential Job Titles:**

What organizations exist which might have jobs with the previous job title that you have held or job titles that are similar to those that you have held in the past?

Examples could include: Automotive Technician, Home Health Aide, Childcare Provider, Administrative Assistant, Manager, Registered Nurse, Logistics Coordinator, etc. **OR.....**

3. **Industries, Products, or Services of Interest:**

What industries might have a need for someone with your strengths, previous job experience, or expertise? Consider whether you would prefer working for a company which manufactures products, distributes products, or provides a service? Examples could include: Healthcare, consumer products, equipment manufacturing, technology, utilities, government, social services, non-profit, etc. **OR....**

4. **Geographical Area:**

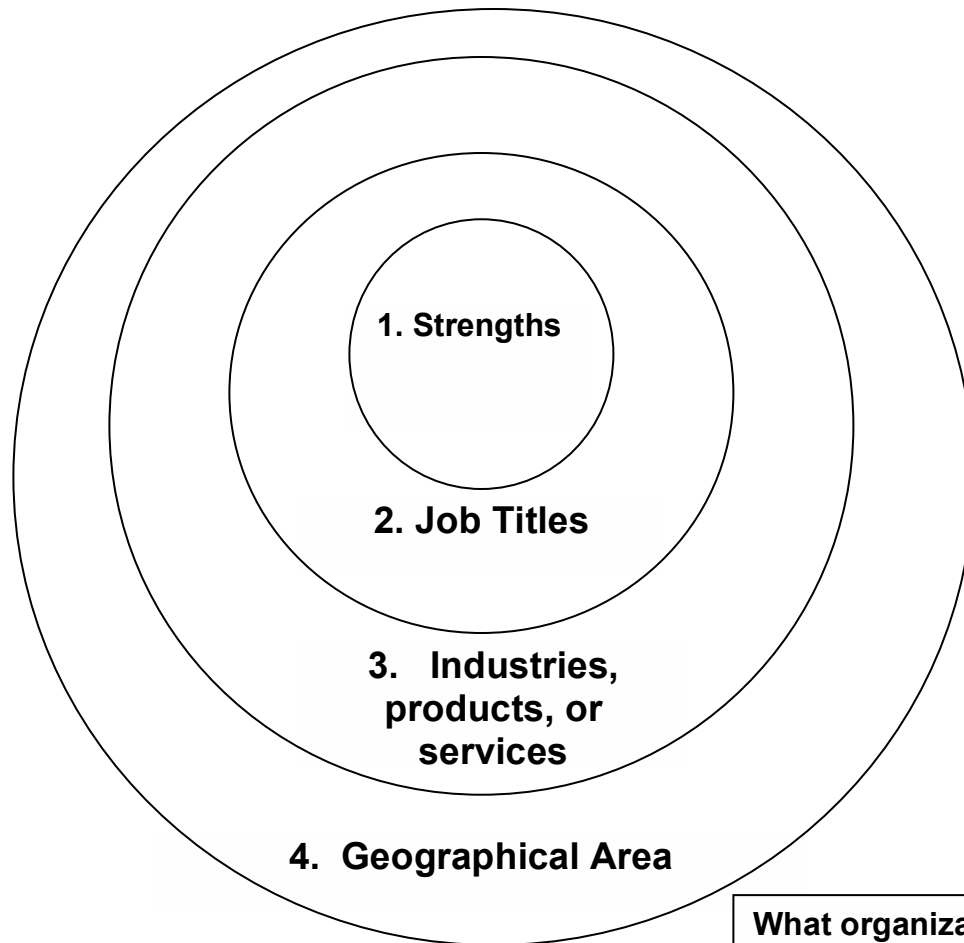
What organizations or companies exist within a 15 mile radius of home, 30 mile radius of home, 60 mile radius of home, within the state, anywhere in the U.S.? **OR....**

5. **All of the Above:**

What organizations exist within xxxx geographical area, which might utilize your xxxx strengths, and/or have xxxx job titles, and/or are in xxxx industries, and/or which provide xxxx types of products or services?

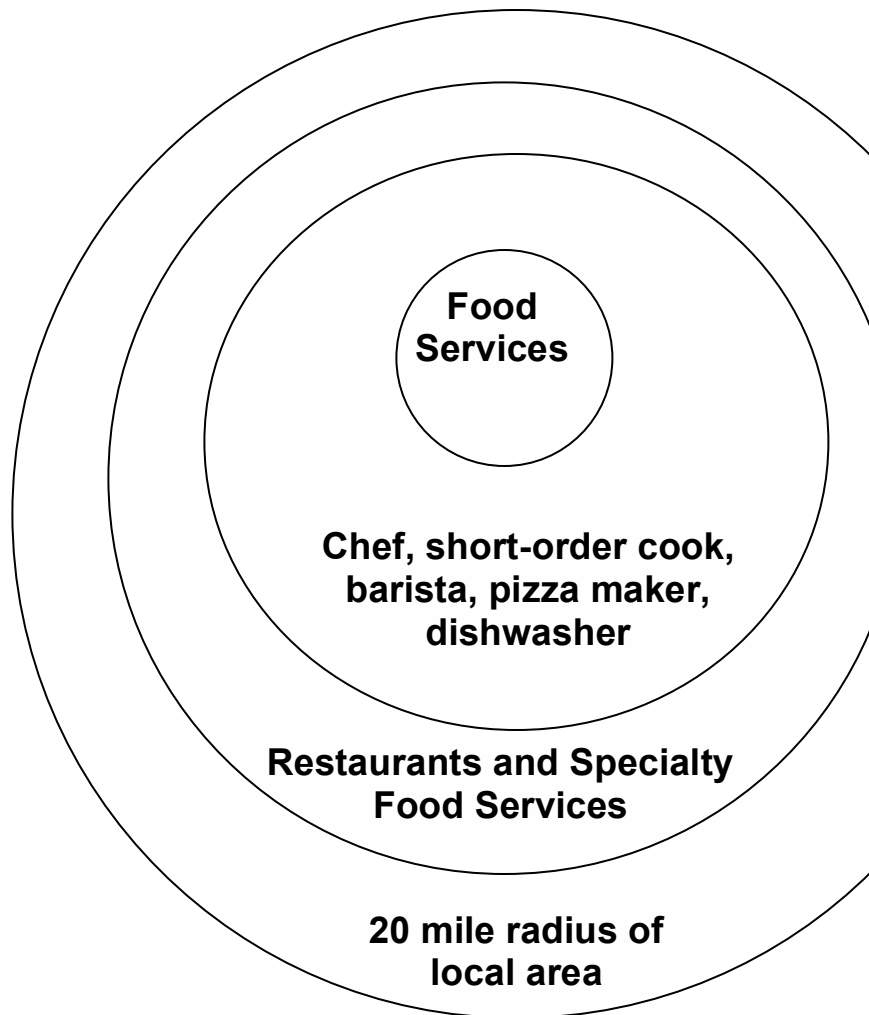


## **Target Organizations Using All of the Above!**



**What organizations and companies exist within your targeted geographical area which could have opportunities for you to utilize your strengths or skills?**

# Targeting Organizations Example #1



## **Options:**

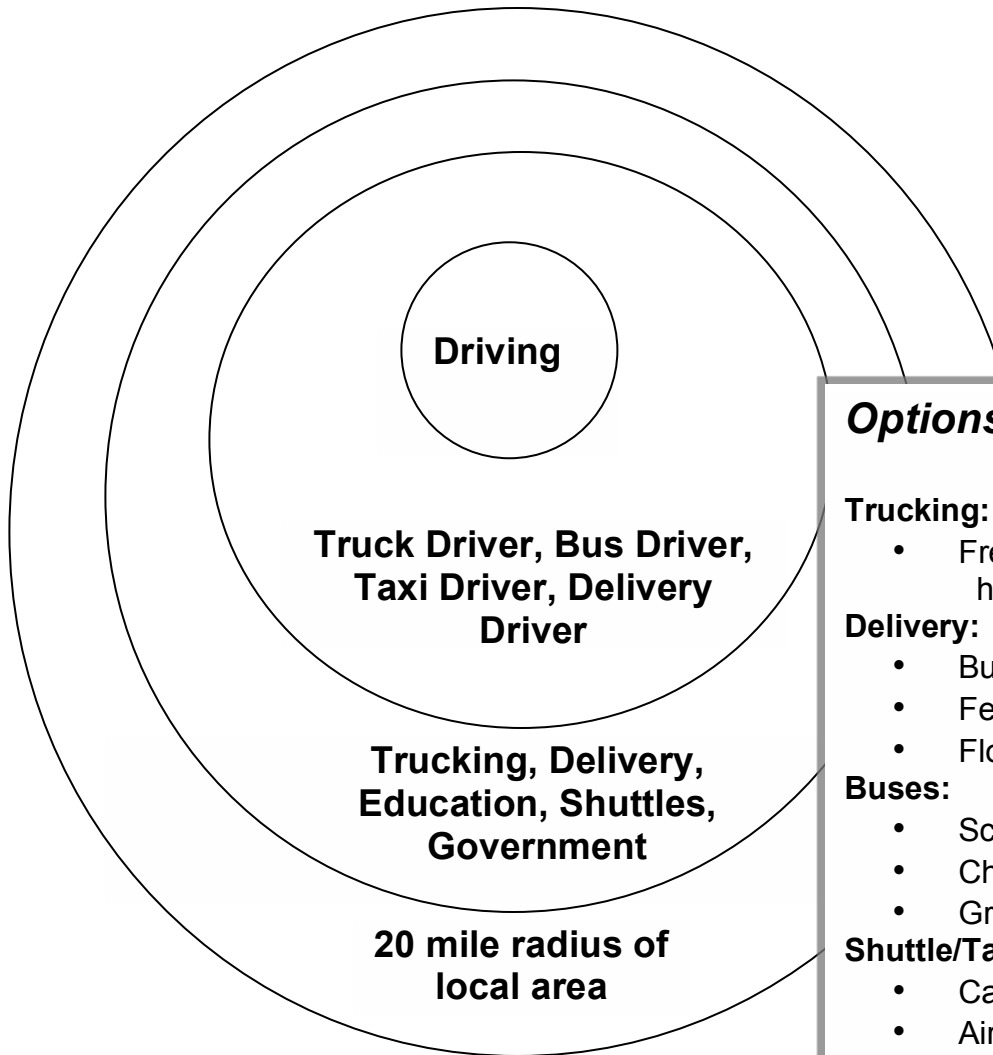
### **Restaurants:**

- Fast food franchises
- Family style dining
- Fine dining
- Sports bars
- Cafes
- Coffee houses

### **Specialty Food Services:**

- Caterers
- Mobile food vendors
- Mall kiosk vendors
- Sporting event concession vendors
- Special events companies
- Banquet halls
- Hotels
- School lunch programs
- Camp programs

## Targeting Organizations Example #2



### **Options:**

#### **Trucking:**

- Freight (short/long haul)

#### **Delivery:**

- Building materials
- FedEx/UPS
- Florists, food

#### **Buses:**

- Schools
- Charter Coaches
- Greyhound/Trailways

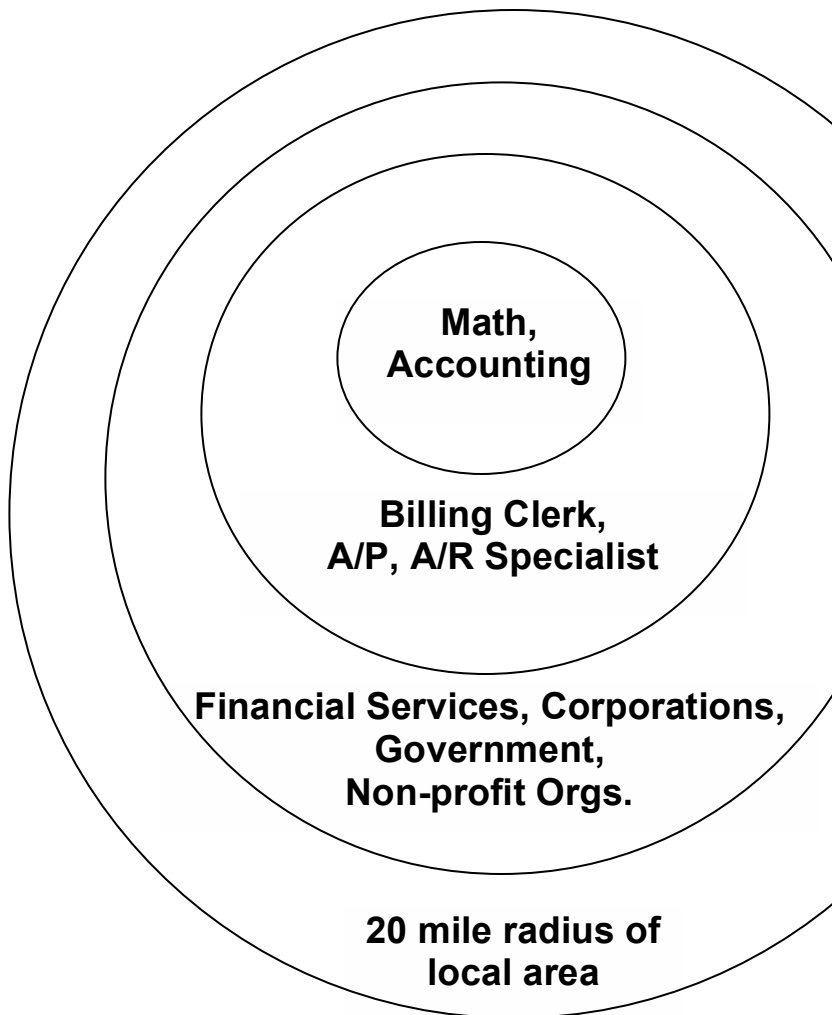
#### **Shuttle/Taxi Services:**

- Car rental
- Airport
- Hotels
- Taxis
- Car Service
- Limousines

#### **Government:**

- Public Transit
- Postal Service

## Targeting Organizations Example #3



### ***Options:***

#### **Financial Services:**

- Accounting Firms
- Investment Firms
- Banks

#### **Corporations:**

- Healthcare
- Consumer Products
- Building & Construction
- Legal Services

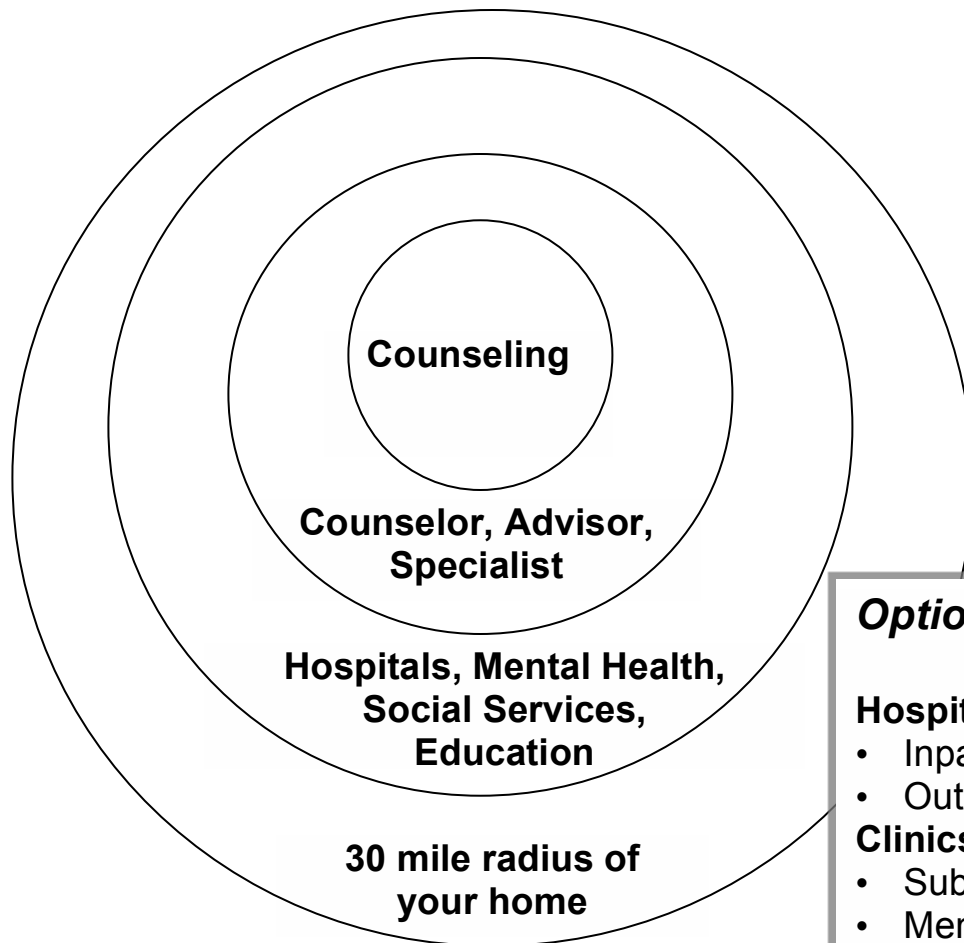
#### **Government:**

- Township
- City
- County
- State
- Federal

#### **Non-Profit Organizations:**

- Faith-based Orgs.
- Housing Services
- Human Services
- Education

## Targeting Organizations Example #4



### **Options:**

#### **Hospitals:**

- Inpatient
- Outpatient

#### **Clinics:**

- Substance Abuse
- Mental Health
- Behavioral Disorders

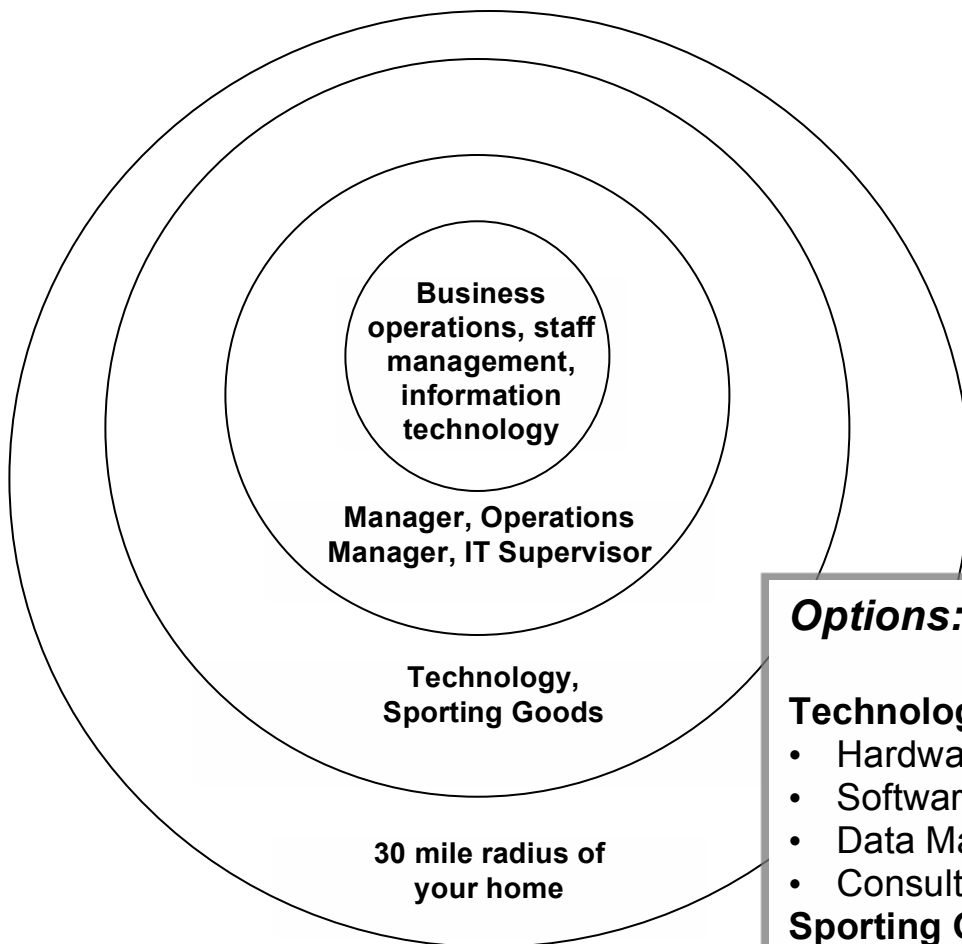
#### **Social Services:**

- Local, county, state govt.
- Non-profit organizations
- Faith-based programs

#### **Education:**

- Elem., Middle, H.S.
- Parent Education

## Targeting Organizations Example #5



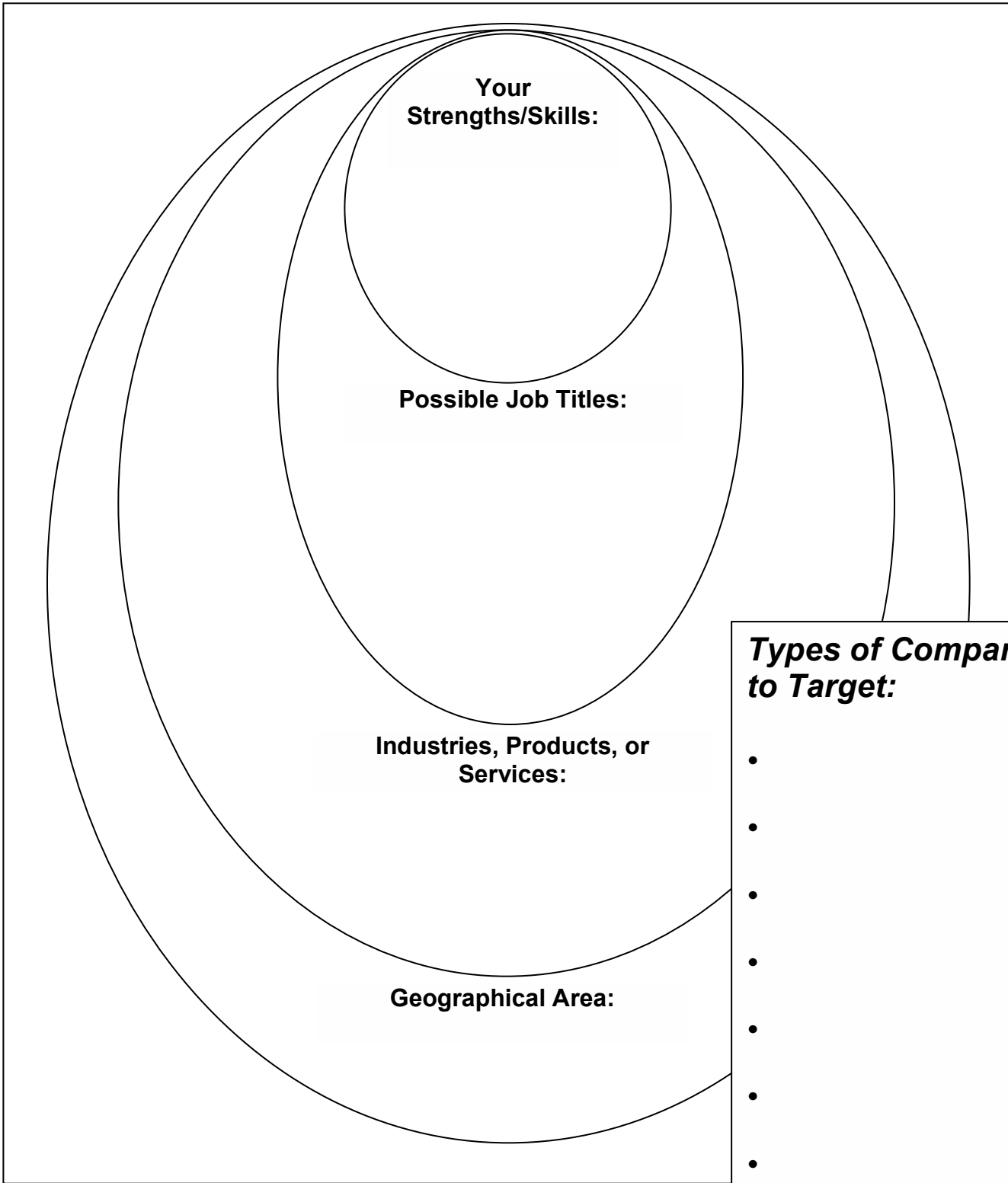
### **Options:**

#### **Technology:**

- Hardware
- Software
- Data Management
- Consulting

#### **Sporting Goods:**

- Equipment or Sportswear Manufacturers
- Equipment or Sportswear Distributors
- Retail Sporting Goods
- Sports Venues (i.e., golf courses, stadiums, etc.)



***Types of Companies to Target:***

- 
- 
- 
- 
- 
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-

# Using the Internet and Networking to Research Target Companies

## Research Approaches to Identify Target Companies:

The goal of doing research is to find out about companies that may have opportunities for you that may never be advertised or to find advertised positions which you may not have discovered through other means. There are two approaches to researching companies:

1. **Internet Research:** The Internet is a fantastic tool for researching and compiling information on companies and organizations in which you may have an interest.
  - a. **Labor Market:** Use labor market websites to access information about companies.
  - b. **Industry or geographical area:** Identify organizations within a specific industry in your geographical area.
  - c. **Articles:** See what people are saying about a particular company by searching for articles mentioning them at online newspapers, trade journals, etc.
  - d. **Google:** Google the company, their competitors, their products or services.
  - e. **Company website:** Visit a company's website to read about their products, services, events, new developments, pending contracts (which could create job openings), organizational culture, headquarter/branch locations, financial statements, etc. Review/apply to job postings at company websites; sign up for automatic email notifications when new openings occur.

## 2. Networking:

### **Networking IS NOT/Networking IS:**

Networking **IS NOT** talking to everyone you know and asking them if they know of a job for you. It is very likely that **no one you know** will know of a specific job for you. Therefore, asking them this question is the fastest way to dead end your network in no time at all! Networking **IS** talking to everyone you know (and people they know) to ask them questions to assist you with the research that you are doing to identify industries, companies, and organizations which may have a need for someone with your unique skills and interests (i.e., strengths).

### **People Want to Help You:**

You just have to give them a specific way for them to help. **There are two ways they can help: 1) Provide information; 2) Refer you to people with more information.**

### **Ring Their Bells:**

The trick is to **ring their bells**. In other words, you have to tell them as clearly and concisely as possible what you are researching so that they say, "Oh, if that is what you are interested in, I know someone who works in that type of company (or who has that type of job) who might be able to give you some information that will help with your research."

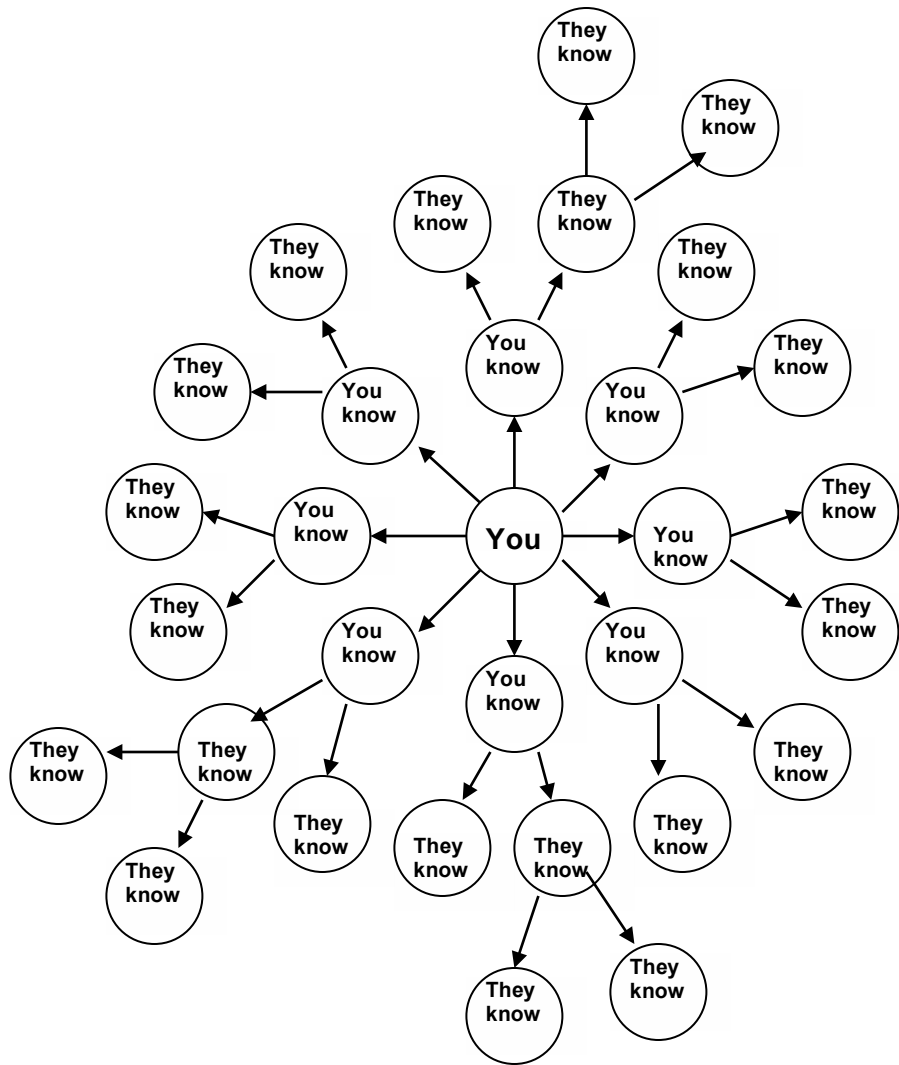
### **Create a Script:**

Use your **Personal Career Profile**, which details your ideal preferences (completed during the workshop entitled, "**Step 2, Design Your Future: Create a Plan to Guarantee Smooth Transitions**") to help you create a script to use when talking to people in your network about your research.

**The most powerful approach to targeting companies is to combine Internet Research and Networking.**



# Networking



**Your Network:**  
You know: 8 people.  
Those 8 people know: 22 people.  
Total number of people you could talk to about your research: **30+ people**

## Networking Online

### Social Networking Sites:

There are now over 1 billion global Internet users. This staggering fact has changed the way that we communicate in every arena of our lives, including during a job search.

#### **MySpace, Facebook:**

The social networking phenomenon started in 2002, when a website called, Friendster, was created so that people could exchange information and broaden their scope of friends. A year later, MySpace came on the scene and within months, Facebook, which originally started as a site for college students, but expanded to include all ages. These sites are **primarily focused on personal, social networking.**

#### **Linked In:**

In contrast, LinkedIn (<http://linkedin.com>), founded in 2003, is an **online professional network**, which offers the opportunity to make connections with more than 35 million members from 200 countries. LinkedIn members freely share their expertise, experience, and information with other members. LinkedIn statistics:

- New members sign up at the rate of 1 per second.
- There are 5 million unique visitors to LinkedIn each month.
- Approx. 500,000 small business owners are members.
- All of the Fortune 500 companies have employees on LinkedIn, most with employees at the director level or above.
- The average LinkedIn user is 41 years old and earns more than \$110,000/year.
- LinkedIn members are 64% male and 36% female.

### **The Ten Best Jobs to Get through Social Networking Sites:**

1. Public Relations (PR) Manager
2. Social Media Strategist
3. Musician
4. Blogger
5. Copywriter
6. Consultant/Freelancer
7. Information Technology (IT) Worker
8. Comedian
9. Web Designer
10. Marketing Manager

Excerpted from: "How to Find a Job on LinkedIn, Facebook, Twitter, MySpace and other Social Networks," by Brad and Debra Schepp, The McGraw-Hill Companies, 2010

## Networking Online

### *Opportunities on LinkedIn:*

- **Create online profile and portfolio:** Design a professional online profile which features a portfolio of your work.
- **Build network:** Create and maintain your own network of connections. Reconnect with associates with whom you have worked in the past to expand your opportunities now.
- **Join business groups:** Join one of the 220,000 business-oriented groups to network with professionals with similar interests or experience. Ask questions of experts on a diversity of topics. Answer questions, share your expertise, and expand your reputation.
- **Give/receive recommendations:** Ask for and receive recommendations from people you are currently working with, have worked with in the past, or who are part of your online network.
- **Research companies:** Access profiles with information on more than 160,000 companies.
- **Network with employees of targeted companies/industries:** Search for employees of your targeted companies or industries (who are also LinkedIn members) who could assist you with your research.
- **Job postings:** Access the job board with thousands of jobs postings.
- **Recruiters/headhunters:** Gain access to hundreds of recruiters/executive placement firms, specializing in your industry or area of expertise.

Excerpted from: "How to Find a Job on LinkedIn, Facebook, Twitter, MySpace and other Social Networks," by Brad and Debra Schepp, The McGraw-Hill Companies, 2010

## Your Current Network

### ***Number of connections on Linked In:***

% of Linked In connections who could assist with your research (and you are comfortable having them know that you are exploring new opportunities):

Total number of Linked In connections who could assist with your research:

### ***Number of "Friends" on Facebook:***

% of Facebook friends who could assist with your research (and you are comfortable having them know that you are exploring new opportunities):

Total number of Facebook friends who could assist with your research:

### **List below the names of other contacts you could talk to about your research:**


## Networking Scripts #1: Food Services Skills

### ***Script for people you already know:***

"Hi (so and so). I recently completed an internship at the Culinary Arts Institute and am interested in finding out about companies in the food services industry. ***These could be restaurants or specialty food services such as fast food franchises, fine dining restaurants, coffee houses, caterers, concession vendors, banquet halls, hotels, or schools.*** Do you know of any companies like this in the ***(local area)*** or do you know of anyone who works in one of these types of companies who I could talk to and get more information?"

### ***Script for person referred to you by someone you know:***

"Hi (so and so). My friend, (so and so), suggested I contact you because I recently completed an internship at the Culinary Arts Institute and am interested in finding out about companies in the food services industry in the ***(local area)***. ***(So and so) suggested that since you work at (xxx Catering Company) in (local area), you might have some information that could help me.*** May I ask you a few questions?"

## Networking Scripts #2: Driving Skills

### ***Script for people you already know:***

"Hi (so and so). I recently received my commercial truck driving license. I'm trying to find out about companies in the ***(local area)*** that hire drivers. ***These could be freight companies, package delivery companies (like Fed Ex/UPS), shuttle services at the airport (like Hertz, Hilton Hotel), or bus services (like Greyhound, public transit, school buses).*** Do you know of any companies like this that might use drivers or do you know of anyone who works in one of these types of companies who I could talk to and get more information?"

### ***Script for person referred to you by someone you know:***

"Hi (so and so). My friend, (so and so), suggested I contact you because I recently received my commercial truck driving license and am trying to find out about companies in the ***(local area)*** that hire drivers. ***(So and so) suggested that since you work at (xxx Delivery Company) in (local area), you might have some information that could help me.*** May I ask you a few questions?"

### Networking Scripts #3: Math, Accounting Skills

#### ***Script for people you already know:***

"Hi (so and so). I am interested in using my math and accounting skills and am trying to find out about companies in the **(local area)** that might have jobs which require strong math and accounting skills. **These could be accounting or investment firms, banks, healthcare organizations, government agencies, or non-profit organizations.** Do you know of any companies like this in the **(local area)** that might use someone with math and accounting skills or do you know of anyone who works in one of these types of companies who I could talk to and get more information?"

#### ***Script for person referred to you by someone you know:***

"Hi (so and so). My friend, (so and so), suggested I contact you because I am trying to find out about companies in the **(local area)** that might have jobs which require strong math and accounting skills. **(So and so) suggested that since you work at (xxx Bank) in (local area), you might have some information that could help me.** May I ask you a few questions?"

### Networking Scripts #4: Counseling Skills

#### ***Script for people you already know:***

"Hi (so and so). I have been a counselor, specializing in substance abuse treatment, for many years. Currently, I am researching ways to use my counseling skills in different types of settings. **I am interested in finding out about counseling programs in hospitals, clinics, government agencies, or non-profit organizations.** Do you know of any organizations like this in **(local area)** or do you know of anyone who works in one of these types of organizations that I could talk to and get more information?"

#### ***Script for person referred to you by someone you know:***

"Hi (so and so). My friend, (so and so), suggested I contact you because I have been a counselor, specializing in substance abuse treatment, for many years. Currently, I am researching ways to use my counseling skills in different types of settings. **(So and so) suggested that since you work at the (xxxx Clinic) in (local area), you might have some information that could help me.** May I ask you a few questions?"

## Networking Scripts #5: Management Skills

### ***Script for people you already know:***

"Hi (so and so). As you know, I was a manager for a company in the farm equipment industry in ***(local area)*** for many years. Currently, I am doing some research to explore opportunities to transition my business operations, staff management, and information technology skills to a new industry. ***I am particularly interested in finding out about medium to large companies in the technology industry or smaller companies in the sporting goods industry.*** Do you know anyone who works in one of those industries who might be able to give me some information that would help with my research?"

### ***Script for person referred to you by someone you know:***

"Hi (so and so). My associate, (so and so), suggested I contact you because I am currently researching opportunities to utilize my business operations, staff management, and information technology skills to support the goals of ***a company which manufactures and distributes products for the sporting goods industry in the (local area).***

***(So and so) suggested that since you work at ABC Sporting Goods Company, you might have some information that would help me with my research.*** May I take about 10 minutes of your time to ask you a few questions? If so, when would be a convenient time for us to talk?

### **Draft what you might say to a potential contact:**

## Networking Opportunity

Name of Class Participant	Person They Know	Type of Information that Person May Have
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		



## Ways to Research Job Opportunities at Targeted Companies

<b>Company/Organization Name:</b>	<b>Location:</b>	
<b>Internet Research:</b>	<b>YES</b>	<b>NO</b>
1. If you “Google” the company: a. Can you locate a website for the company? b. What other websites, links, or information come up for the company which may provide information of interest to you?		
2. Does the company have job postings on their website?		
3. Does the company accept applications online, by mail, or in person?		
4. Does the company website provide information on products, services, or areas of growth for the company which may be of interest to you or present some opportunities for you?		
5. Does the local online newspaper have articles that have been written about the company? a. Do the articles portray the company in a positive or negative light? b. Do the articles provide information on products, services, or areas of growth for the company, which may be of interest to you or present some opportunities for you?		
6. If you enter the company name as the search criteria on the job boards (such as simplyhired.com, indeed.com, monster.com, careerbuilder.com, etc.), are there job postings of interest to you?		
<b>Networking Research:</b>		
1. Does anyone you know have information about this company?		
2. Can anyone you know provide you with the names of people they know who work at this company?		
3. If you are a member of Linked In, is the company profiled on Linked In? a. Does the company have job postings on Linked In? b. Are employees of the company members of Linked In? c. Can you contact those employees to find out more about the company?		
4. Can employees provide information about the company, which might assist you in transitioning your skills to that type of company, industry, etc. (i.e., answer your Research Questions; examples on the next 2 pages)?		
5. Can employees of the company tell you if the company is currently hiring?		
6. Can employees of the company tell you the best way to find out about job opportunities (i.e., company website, networking with employees, contacting Human Resources/Personnel, searching online job boards, contacting an outside executive recruiter/head hunter, etc.)		
7. Can each contact give you more names of people to talk to who might assist you in your research of this type of company?		

## Research Questions about a Company, Industry

Create questions to research online or to ask someone who works in the type of company or industry you are researching. A few examples of the types of questions that might be of interest to you.

### **Industry:**

1. What are the trends in the industry for the next 5 years?
2. What are the threats to the industry currently and into the next 5 years?
3. What are the greatest challenges or problems facing the industry now and into the future?
4. What opportunities exist within the industry to utilize \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ skills?
5. What are the opportunities for someone with a background in \_\_\_\_\_?

### **Companies:**

1. What types of products or services does your company manufacture, distribute, or deliver?
2. Who do you see as the major competitors in the industry?
3. How is your company positioned in the industry (i.e., size, competitors, market share, profitability, etc.)?
4. Who are the key suppliers, vendors, or manufacturing firms that support your company's operations?
5. Who are your key customers?
6. What are the greatest threats, challenges, or problems your company is facing for the next 5 years?
7. What are the greatest challenges facing your competitors?
8. What opportunities exist for someone with a background in \_\_\_\_\_?
9. Does your company work with full-time employees, part-time employees, or contractors?
10. If employees only, what are typical salary ranges/commission schedules for the types of positions in the company which require a background in \_\_\_\_\_?
11. What skills, education, or experience is typically required for these positions?
12. What level of responsibility do these positions typically have (i.e., number of subordinates, to whom do they report, level of authority, level of decision-making power, level of responsibility, level of autonomy, etc.)?

### **Lifestyle/Work-Style:**

1. How would you describe the company's approach to \_\_\_\_\_?
2. Do these types of positions require extensive travel? If so, how often, to what locations, etc.?
3. Add questions related to your lifestyle, work style preferences.

### **Other Contacts:**

1. Are there professional associations, trade organizations, periodicals, or online websites that you feel might be beneficial for someone researching this industry or geographical area?
2. Can you refer me to other individuals who might be able to provide more information to further my research?

## Research Questions about a Job, Career, or Occupation

Create questions to research online or to ask someone who has the job, career, or occupation you are researching. A few examples of the types of questions that might be of interest to you.

### ***Job and the Work Environment:***

1. What is a typical day like for you (or for someone in \_\_\_\_\_ type of job)?
2. What do you most enjoy and least enjoy about your work?
3. What types of skills are most valuable to your work?
4. What is your work environment like?
5. What aspects of your work environment are most enjoyable?
6. What aspects of your work environment are least enjoyable?
7. What types of people do you most often associate with during the day (i.e., clients, customers, peer associates, employees/staff, supervisors, etc.)?
8. Is your work schedule flexible or fixed?
9. How does your position fit into the organizational structure (i.e. who do you report to; what other positions exist within the company that might be similar)?
10. Does your position require specific education, training, or experience?

### ***Occupation and Industry:***

1. Is your position typical of others in the field or is it unique?
2. What has your career path been like (i.e., how did you get where you are today)?
3. What are the future opportunities in this field (i.e., what are the most important trends in the industry for the next five years)?
4. What are the opportunities for training and advancement in this field?
5. What are typical salary ranges or company benefits in this field?
6. What do you see as major problems in the field?
7. What would you do differently in your career if you started over?
8. What would your advice be to someone going into this field?

### ***Other Contacts:***

1. Are there professional associations, trade organizations, periodicals, or online websites that you feel might be beneficial for someone researching this industry or geographical area?
2. Do you know of anyone else in this, or a related field, that I could talk to about their experience in this type of job, occupation, or career?

## Contact Tracking Forms

Contact Information			
Industry:	Email:		
Contact Name:	Phone #:		
Company Name:	Phone #:		
Company Address:	Referred by:		
Date of First Contact:	By Phone	By Mail	In Person
Where did you meet?			
Notes from contact:			
Thank you sent:			
Date of Second Contact:	By Phone	By Mail	In Person
Where did you meet?			
Notes from contact:			
Thank you sent:			
Date of Third Contact:	By Phone	By Mail	In Person
Where did you meet?			
Notes from contact:			
Thank you sent:			
Date Resume Sent:			
Job Offer: Yes or No			
Result:			

**Summary Tracking Form for Contacts in the Same Industry**

**Industry:**

<b>Contact Name/Company</b>	<b>Phone #/email</b>	<b>Referred by</b>

## Using Internet Job Boards & Search Engines

Website Name	Web Address
<b>Omnibus Search Engines (search all job listings on the Internet)</b>	
Simply Hired (index of 5 million job listings) Indeed.com (index of 50 million jobs/year)	<a href="http://www.simplyhired.com">http://www.simplyhired.com</a> <a href="http://indeed.com">http://indeed.com</a>
<b>Examples of Popular Mega Job Boards (job postings of all types and geographical locations)</b>	
All Star Jobs Adquest-Help Wanted America's Job Bank BestJobsUSA.com Brass Ring Career Expo Career Builder Career.com Career Net Craig's List Job Bank USA Job.com Job-Search-Engine.com Monster.com Snag-a-Job.com (hourly jobs) Yahoo! Hot Jobs.com	<a href="http://www.allstarjobs.com">http://www.allstarjobs.com</a> <a href="http://www.adquest3d.com">http://www.adquest3d.com</a> <a href="http://www.ajb.dni.us">http://www.ajb.dni.us</a> <a href="http://www.bestjobsusa.com">http://www.bestjobsusa.com</a> <a href="http://www.brassring.com">http://www.brassring.com</a> <a href="http://www.careerbuilder.com">http://www.careerbuilder.com</a> <a href="http://www.career.com">http://www.career.com</a> <a href="http://careernet.com">http://careernet.com</a> <a href="http://craigslislist.org">http://craigslislist.org</a> <a href="http://jobbankusa.com">http://jobbankusa.com</a> <a href="http://www.job.com">http://www.job.com</a> <a href="http://www.jobsearchengine.com">http://www.jobsearchengine.com</a> <a href="http://jobsearch.monster.com">http://jobsearch.monster.com</a> <a href="http://snagajob.com">http://snagajob.com</a> <a href="http://www.hotjobs.yahoo.com">http://www.hotjobs.yahoo.com</a>
<b>Jobs in Federal, State, or Local Government &amp; Education:</b>	
Federal Jobs Digest Federal Jobs – USAJOBS R.I. Arsenal Federal Jobs Department of Veteran's Affairs U.S. Fish & Wildlife Service Job Central Federal Job Search Careers in Government U.S. Department of Education State of Iowa Jobs Iowa Department of Education	<a href="http://www.jobsfed.com">http://www.jobsfed.com</a> <a href="http://www.usajobs.opm.gov">http://www.usajobs.opm.gov</a> <a href="http://www.cpol.army.mil">http://www.cpol.army.mil</a> <a href="http://www.jobcentral.com/vetcentral">http://www.jobcentral.com/vetcentral</a> <a href="http://www.fws.gov/jobs">http://www.fws.gov/jobs</a> <a href="http://www.jobcentral.com">http://www.jobcentral.com</a> <a href="http://www.federaljobsearch.com">http://www.federaljobsearch.com</a> <a href="http://www.careersingovernment.com">http://www.careersingovernment.com</a> <a href="http://www2.ed.gov/about/jobs/open/edhires/index.html">http://www2.ed.gov/about/jobs/open/edhires/index.html</a> <a href="http://das.hre.iowa.gov/state_jobs.html">http://das.hre.iowa.gov/state_jobs.html</a> <a href="http://iowaeducationjobs.com/">http://iowaeducationjobs.com/</a>

Website Name	Web Address
<b>Specialized Job Posting Sites</b>	
Amer. Soc. Agricultural Engineer Careers-in-Business, LLC Chronicle of Higher Education Careers Higher Ed Jobs.com College Grad.com ComputerJobs.com Dice Technical Jobs Restaurant Job Bank Wall Street Journal Executive Careers Summer Jobs AARP/SCSEP (job seekers over 55)	<a href="http://www.asae.org/jobs">http://www.asae.org/jobs</a> <a href="http://careers-in-business.com">http://careers-in-business.com</a> <a href="http://chronicle.com/jobs">http://chronicle.com/jobs</a> <a href="http://www.higheredjobs.com">http://www.higheredjobs.com</a> <a href="http://www.collegegrad.com">http://www.collegegrad.com</a> <a href="http://www.computerjobs.com">http://www.computerjobs.com</a> <a href="http://www.dice.com">http://www.dice.com</a> <a href="http://restaurant-org.new-jobs.com">http://restaurant-org.new-jobs.com</a> <a href="http://www.careerjournal.com">http://www.careerjournal.com</a> <a href="http://www.summerjobs.com">http://www.summerjobs.com</a> <a href="http://www.aarp.org/scsep">http://www.aarp.org/scsep</a>
<b>Recruiter Sites</b>	
ExecSearches.com College Recruiter.com Recruiting Services International	<a href="http://www.execsearches.com/exec.default.asp">http://www.execsearches.com/exec.default.asp</a> <a href="http://www.adguide.com">http://www.adguide.com</a> <a href="http://www.rsijobs.com">http://www.rsijobs.com</a>

## Job Search Tracking Forms

<b>Job Search Log</b>			
<b>Date</b>	<b>Company Name/Contact Info.</b>	<b>Networking Connection Name</b>	<b>Job Posting Location</b>



# Job Search Weekly Action Plan

Week of:

Research Needed on:

Targeted Industries/Companies/Organizations to Research:

Contacts (phone/email):

Phone Number/Email:

Re:

Contacts (in person):

Meeting Location:

Re:

Letters/Emails to be sent:

Thank-You Letters/Emails to be sent

Follow-up Letters/Emails to be sent

Employment Agencies/Recruiter

Phone Number/Email

Ads (which online sites, newspapers):

**NOTES:**