



Personal Job Search Strategy Worksheet Current Search Date: _____

Wants

Payrate(s), job titles, work accomplishments, location, what WOULD YOU LIKE your next job to include?	Prioritization

Needs

Payrate(s), job titles, work accomplishments, location, what MUST your next job include?	Prioritization

Can't live without

Are there details that you can't ignore? Write them here.	Prioritization

Can't Include

What can't you accept as part of a new job? Certain industries, specific benefits, etc.	Prioritization



Personal Job Search Strategy Worksheet

Current Search Date: _____

Focus Sheet

Three Companies You Respect, Admire, or Both

COMPANY NAME	Respect/Admire/Both	Reason(s) Chosen

Personal Search Schedule Planner

Please note: Take this seriously. View this portion of the worksheet as a contract between **You now** and **You later!** Deciding this schedule is the first and, arguably, most important step in your job search!!! DO THIS!!!!!!!

I, <Insert your name here>, commit to doing my job search for the following 3 hours and at least 5 days. During these times I will search websites, write resumes, edit resumes, submit applications, go on interviews, and take any other actions related to job hunting that I determine will aid in finding my next job. I acknowledge that I will have times when life gets in the way but will strive to return to this schedule at the next opportunity!

Days of the Week (Pick 5): Time Zone: Eastern Central Mountain Pacific
 Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Hours of the Day (Time is the start of the hour, Pick 3):
 6 am 7 am 8 am 9 am 10 am 11 am
 12 pm 1 pm 2 pm 3 pm 4 pm 5 pm
 6 pm 7 pm 8 pm 9 pm 10 pm 11 pm
 12 am 1 am 2 am 3 am 4 am 5 am

Underlined days and times are prime for job search at most companies. There are exceptions, but this is typical for most companies in the US. Looking for non-normal work shifts? Be aware that many companies will still do initially recruiting during “normal” work shifts.

Are there any times each day that you need to refuse to job search? This is a legitimate thing to consider. One note, be open to returning phone calls during these times if necessary, especially if this is a multi-hour period.



Current Search Date: _____

Job Search Progress and Comparison Sheet

Company: _____

Date of First Application/Resume: _____

Position: _____

Date of First Contact: _____

First Contact notes: _____

Pay Rate Discussions: 1st: _____ on date: _____ 2nd: _____ on date: _____

3rd: _____ on date: _____ 4th: _____ on date: _____

Key Benefit details: This is based on what you value. Might be medical and dental, Paid Time Off, or something else entirely!

Discussed Work Schedule: _____

Additional Notes: _____

Additional Contacts: Record Names

1st Interview: _____

2nd Interview: _____

3rd Interview: _____

4th Interview: _____

Job Offer: Date of Offer: _____

Pay Rate Offered: _____

Schedule offered: _____

Proposed Supervisor: _____

Benefits Offered: Paid Time Off: _____ Short Term Disability

Life Insurance Medical Dental Vision HSA/FSA Long Term Disability



Personal Job Search Strategy Worksheet Packet

How to Use

General Use of the Sheets

The first two pages (Wants, Needs and More & the Focus Sheet) are intended as single use. If you see a value to using more, feel free.

The next two pages (Prior Position Task Lists & Job Search Progress and Comparison Sheet) are designed with multiple uses in mind. The Prior Position Task Lists give a place to note your experiences and therefore is intended to allow a sheet (or more) per position. The Job Search Progress and Comparison Sheet is designed to allow one sheet per position you are pursuing.

Wants, Needs, Can'ts

Take the time to think through these.

Enter your ideas for each category.

Now prioritize these lists. If you have a system for this, great! If not, I recommend (I've seen this technique from multiple sources, so don't know who should get credit for it with the exception that it shouldn't be me!) starting either with the topmost or bottommost in each category and go through the list with the question: If I could only have one of these two, which would I choose?

You always keep going with the one you would choose until you complete these list. The first gets either a 1 or a 10 (depending on which you prefer.) Now start from the same top or bottom and do the process again skipping the one you already prioritized. Second will get either 2 or 9.

The process will be slow at first but most people quickly find the process going faster. And yes, it is feasible that after the list is prioritized you may not agree with your own ordering, because it is possible to prefer option A over option B but not necessarily more than option C.

I recommend doing this every other day for the first week you're out of work. Oftentimes things you list one day will no longer be as important a few days later. In my experience it can take a week or more to see these settle out. Besides, at this stage in the search, you're likely to have time to explore your priorities.

PRO TIP: Keep the old versions. Staple them together with the most current on top. This can be fun to look back on, but also helps in the future when you may be trying to remember older priorities.

Focus Sheet

Companies:

Select your top three companies. Hint: You might need to use the technique for prioritization mentioned above. Add whether you Respect, Admire, or both. The difference? Respect refers to a company that has a reputation which appeals to you for certain defined qualities which are typically measurable such as profitability, productivity measurement, size, etc. Admire refers to a company who has accomplished things which tend to be less tangible such as creating a certain product, how they handle situations, the way the company is run, etc.

Personal Search Schedule Planner:

Plan to do the work of Job Searching. Many people think they'll just naturally do it, but find themselves weeks later realizing they've done little or nothing for their job search! I recommend spending at least 3 hours a day on your job search during the week. Some days you may spend 6 to 10 hours due to interviews and phone calls, but at least 3 hours. Line out the times and days you intend to do your search.

Why do I point out Monday through Friday from 8 am until 5pm? Because this is the portion of the week when most company recruiters are working! While some will work other days or hours, the majority is the biggest

pool. And we want a consistent time so that when you look at new jobs, you know they have been posted in the last 22 hours since that's the last time you checked them. This prevents you from wasting time applying to jobs two, three, or ten times!

Why the gap? There's another tool that will go here, but isn't ready yet. Check back or email us at rememberme@beardhr.com to be contacted when the updated worksheet is ready!

Prior Position Task Lists

Here is the simplest... or most complex page in this worksheet. Keep in mind that this can also be done with your computer either in a word processing application or a spreadsheet (and possibly other ways I haven't considered TBH). The point of this exercise is to record things you did while it is fresh. Five years from now, you may not remember how many thing-a-ma-bobs you worked on in a day/week/month/year. This sheet should help. Even small things should be noted like annual cleanings or being part of that one audit that one time. This can be invaluable for finding those occasions when you are building a resume!

Job Search Progress and Comparison Sheet

Use one sheet per POSITION! This is important because you may find yourself being considered for multiple positions within the same company. You need to keep the details straight!

There are several blanks for common elements, but don't feel like each blank **MUST** be filled! Companies will have different processes for their interviews and there may be no reason to use certain spaces. For instance, many companies will only have you interview with one or two people, so the additional contacts spaces may not be necessary.

The primary thing I recommend is making sure you know the information at the bottom of the sheet when you get a job offer.

PRO TIP: Make sure you line up the pay rates by getting the same scale from companies. I.e. if your job offers are in dollars per hour and someone gives theirs as dollars per week, it is reasonable to ask them to clarify what that would be per hour.