
Career Mentor Series: Job Search Skills Training

The Secrets to Getting Organized for a Less Stressful & More Productive Job Search

Presented by Jennifer Bradley, Ph.D.
Certified Career & Job Transition Coach
<http://www.careeroptionscoach.com>

Welcome to our training today. Today's class is the 2nd of this complimentary Career Mentor Series. These job search skills training sessions are designed to help you be more effective in your job hunt.

This training is for you if you are a professional who is job-hunting or plan to soon.

In this 30-minute virtual session you will learn practical tips and tools that you can apply to your own job search strategy.

Learning Guide

Use this guide to get the most from the presentation.
You can follow along and make your own notes in the space provided.

To View the Slides

Be at your computer to view the slides via screen share.
To access: Open your browser at: <http://www.yuuguu.com/share>

Listen for the PIN at the start of the session.

Rate Yourself

How **confident do you feel** about achieving your job search goals?

On a scale of 1 – 10, rate yourself according to **how you are feeling right now**.

My personal rating is _____

What Factors Makes Job Search Tough?

Is there anything you want to add to the factors we mentioned?

Understanding The Job Search Process

What is the Desired Outcome of your Search: The Big Picture

Describe your Destination (Specify date etc.)

You are Unique and therefore your Search is Unique

Identify Major Milestones for your Personal Search

Check the Timeline & Sequence

Some milestones precede others because they are necessary to complete the next step.
Set priorities. What must be done first? Second?

Milestones to Projects

Identify the Major Projects associated with the different Milestones and the break them down into smaller projects.

Use a project sheet for each project (e.g. Identify “good fit” employers; networking plan etc.

Write the name of the project and the primary outcome that you want on the top of the sheet (e.g. List of 25 companies that I want to connect with)

List your main projects below

1

2

3

4

5

Projects to Tasks & Action Plans

Which project needs to be done first?

Take this project sheet and brainstorm all the things you will do to work on that project.

EXAMPLE: List of 25 companies that I want to connect with

What will you do to identify these companies?

Who can help?

What resources do you need?

Steps to Take

1. Brainstorm as many tasks as you can think of and then choose 2 or 3 that you feel are the most important. Use a mind map, list, post-it notes, index cards or whatever works for you.

When do you want to have this completed by?

(Refer to your earlier milestones and timeline)

2. Take each task (e.g. Do company research) and break it down into small tasks that you can take action on in a short time period (e.g. 30 minutes research on LinkedIn).

3. Look at your calendar and put them into the time slots that you have available.

Do you have enough time to get to reach your goal by the date you set?

If not amend your plan. Go back and review and change your plan on a regular basis.

4. Repeat this process for your highest priority projects.

Which 1 or 2 Projects will you Begin with?

1.

2.

**Based on what I have learned today, what is the first thing I will do?
When? Write it below.**
