

## Scheduling Your Job Search Action Plan

It's impossible to prepare a precise layout of all of the job search steps which you may require. Everyone's situation differs in terms of employment objectives and available alternatives. However, the following schedule is a plan of action that has provided general guidance for job searching.

Deadline for Completion	Action Item
	Review your strengths and weaknesses, job likes and dislikes, and personal job satisfaction needs. Think through your career plans and decide where you would like to be one year, five, or ten years from now. Then formulate your immediate job search goal.
	Establish a timeline: set a definite goal for being in a new position. Allocate as much time as possible toward meeting that goal. (Looking for a full time job can, in itself, feel like a full time job!)
	Review résumé examples appropriate for your industry; create or update your résumé with recent work, internship, academic, and co-curricular experiences relevant to the positions you want to pursue. Create a few versions if pursuing different types of positions.
	Review cover letter samples, and prepare cover letters for the different types of positions you are pursuing. Personalize each letter and check to see that content is related to the specific position you are applying for.
	Submit your résumé and cover letters for critique through the Center for Career and Professional Development. Once you receive the critique, incorporate the feedback, and resubmit for another critique to ensure a professional document with no errors.
	Edit your social media accounts to reflect a professional image. Adjust your privacy settings if you do not want your social media to be viewable by potential employers. Using your critiqued documents, update your Handshake and LinkedIn accounts so you will show up in recruiter searches. Utilize professional social media to let others know you are seeking a position to see if they can assist.
	<p>Prepare a list of employers you wish to work for, and individuals you wish to contact. Include the following:</p> <ul style="list-style-type: none"> <li>• Your best and most exciting prospects</li> <li>• Other prime prospects (ex. Industry, growth firms, etc.)</li> <li>• Secondary prospects (ex. Unrelated employers, those requiring relocation, etc.)</li> <li>• Employers who employ Stephen F. Austin State University alumni</li> </ul>
	Begin cultivating or renewing personal and business contacts. Keep a record of these contacts.
	Check your references and update their information as necessary. If it has been some time since asking individuals to be references, contact them again to be sure they are still comfortable with that responsibility.
	<p>Check media that lists employment opportunities:</p> <ul style="list-style-type: none"> <li>• Handshake, LinkedIn, Indeed, etc.</li> <li>• Employment/Temporary Agencies</li> <li>• Career fairs</li> <li>• Professional societies, trade associations</li> <li>• Chambers of Commerce</li> <li>• Company websites and social media outlets</li> <li>• Much, much more!</li> </ul>
	Prepare and submit cover letters and résumés. Keep track of all submissions so you may follow up later.
	Follow up initial correspondence within 10 business days, or when the job posting closes. When possible also follow-up on correspondence that went unanswered or resulted in a form rejection.