

Job Search Strategies I

Module 3 Professional
Development, Week 5

Objectives

- Identify your top priorities in your job search during Module 4
- Identify and utilize effective job search strategies
- Devise an action plan for Module 4 (you will use this plan when meeting with Meg)

Deliverable:

Submit your **Module 4 Job Search Action Plan**

Job searching brings up a lot of questions:

- What do you want to do after you complete Turing?
- What do you want to do on a daily basis?
- What do you want from your career in the longterm?
- How do you see yourself contributing to technology?
- Will you work on a product that impacts your learning exponentially?
- Are you open to traveling for consulting or do you prefer to stay put in a single location?

Four Step Process

1. Define Who You Are & Where You Want to Go
2. Decide on Priorities
3. Create a Plan & Schedule
4. Goal Setting

Step One: Define Who You Are & Where You Want to Go

How can you start answering those questions? Start by defining what you want.

Look at your Flower Exercise -- what bullet points stick out to you as most important in describing who you are? How can you take the most important bullets and combine them into a career you love?

Allison's Statement

I value helping others reach their fullest potential, and my skills in coaching, active listening, and providing feedback ensure that I can be successful in a career that does just that. I hope to combine my passion and knowledge around curriculum-planning to coach others on a wider spectrum, and I also hope to do this work in a way that provides the right work-life balance to allow me to pursue my passion for writing as well.

Your Turn

Write: Write out a draft of who you are and what you're looking for (5 mins)

Pair & Share: Your partner will repeat back to you what they heard you say in order to convey how clear this draft is. Make sure to ask each other questions if there is something you're unsure of in the summary. You'll then be able to go back and revise this draft of what you're looking for.

Step Two: Decide on Priorities

"Must-Have" vs. "Nice-to-Have"

Priorities could include: physical location, industry, size of company, team culture, diversity makeup, technologies, flexibility, salary amount, types of benefits, mentorship, etc.

Your Turn

List what you're looking for:

- If you could only have five of those things, which five would it be?
- Move the rest to the "Nice-to-Have" list
- If you could only have one of the things in your list of five, which would it be?
- Prioritize based on how you narrowed it down & identify why they are prioritized in this order

Pair & Share

Share your lists with the same partner you discussed your story with. Do your partner's "must-haves" align with their goals and career trajectory?

Step Three: Create a Plan & Schedule

Job searching takes time. Build a schedule that includes time for research, cold and warm outreach, networking, and coding.

- Look at the schedule for Module 4
- Identify how many hours per week you can spend on job searching
- Block that time off on your calendar
- Identify specific tasks to check off during that time

Your Turn

Create a draft of a schedule, including blocking off time on your calendar *now*.

Step Four: Goal Setting

Set your end of Module 4 goal first.

For example, that could be: *"Receive job offer by the end of Module 4 Week 6."*

Then, work backwards to identify your module, weekly, and daily goals.

Strategy for Creating Your Backwards Plan

What needs to happen to reach that longterm goal?

- For a job offer by the last day of mod 4, I need to have at least three interviews during the module.
- For at least three interviews within the module, I need to have at least 2 new conversations per week
- If I want at least 2 new conversations per week, I need to send at least 1 cold/warm outreach emails per day

Goal-setting Tips: Spend thirty minutes each day and an hour each week assessing how your tasks align with your goals. Make adjustments as needed -- remember to be:

- Flexible
- Kind to yourself
- Realistic with time

Your Turn

Identify your longterm goal first -- *what do you want to have accomplished by the last day of Module 4?*

Then break it down into smaller goals.

Keep in mind Mod 4 deliverables:

- 6 cold outreach emails
- Participating in an actual or practice interview
- Completing **The Plan**

Closing

- Be flexible, kind to yourself, and realistic with your time.
- If something isn't working, try something different
- Schedule a 1-on-1 with Meg to discuss this plan and any adjustments at <https://megstew.youcanbook.me>
password: complete