

EXPECTATIONS WORKSHEET

This worksheet should be filled out each month. This will give you the opportunity to review your results and make any adjustments you may need to improve your results. It is important to measure your level of activity – what you don't measure, doesn't count!

List the most desired companies that you commit to contacting this month:

Company Targets

- -
- -
- -
- -
- -

When you are determining your level of activity in the following areas, you are listing them for the entire month. Each month the working days can differ from 20 to 23 days. Review this month and determine the number of working days (Monday – Friday) minus holidays. These activities will be tracked in the Job Search Tracker Tool.

	Daily	Weekly	Monthly
Resumes Submitted	-	-	-
Networking Contacts	-	-	-
Networking Events Attended	-	-	-
Market Directly to Hiring Authorities	-	-	-
Follow-Up Contacts	-	-	-
New Contacts added to Job Search Tracker Tool	-	-	-
Hours dedicated to Job Search Activities	-	-	-
Hours dedicated daily to Planning and Research	-	-	-

When setting a target date to accept a new opportunity, it is wise to consider the length of an interview process. For higher level positions, the interview process would be longer than for an entry level position. The average time from interview to hire in today's job market is ranging from 5 – 7 weeks.

Target Date Goal to Accept: _

MONTHLY REVIEW

1. What did I do right? (20% that provided 80% of my results – increase these activities next month)

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2. How did I waste time? (Stop these things immediately)

3. Changes to implement next month (To improve results)
