

JOB SEARCH PLANNER

Use this planner sheet to keep track of where you have applied to jobs so you are ready when they call you!

COMPANY NAME:

TITLE OF POSITION:

JOB LINK ADDRESS (If Online)

DATE APPLIED:

Name of Hiring Manager / Recruiter (If known):

3 Questions to Ask in first phone Interview. (or substitute for your own)

1. What are the steps in the hiring process.
2. What are the elements of / criteria for success in this position.
3. What career progression opportunities are there for someone in this role?

3 Questions to Ask during in-person interview. Do research first. Examples might be:
'What are the expectations for a new hire after 60 or 90 days?' 'I always like to broaden my skills and what I bring – do you offer any professional development opportunities?'
'Who does this position report to?' You can even ask about some of the successes the company has had (based on your prior research of the company).

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