

8 Job Search Strategy

JOB SEARCH STRATEGY WORKSHEET

PART A: Planning

1. How much time do you plan to spend on your job search each week?

2. Of that overall time, what proportion of time will be spent on different activities?

Activity	Time	Specific Strategy to be Employed
<ul style="list-style-type: none">• Occupational research• Employer research• Attending networking events• Informational interviews• Personal branding• Social media engagement• Job search tools development (Working on resume, cover letter etc.)• Submitting online applications		

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PART B: Tracking

To start tracking and adjusting your job search strategy, start by writing down answers to these two questions:

Next, actually track your week.

Answer these three questions once your week is complete:

1. How many hours did you actually spend in total?

2. How much time on each activity?

Activity	Time	Specific Strategies Used
<ul style="list-style-type: none">• Occupational research• Employer research• Attending networking events• Informational interviews• Personal branding• Social media engagement• Job search tools development (Working on resume, cover letter etc.)• Submitting online applications		

3. Was this the same or different from what you expected?

4. Review your answer to question 2. Reflect on whether your time spent on each activities matched your expectation.

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NEXT STEPS

Try this activity again next week. Adjust your projections for hours spent and proportion of time spent on different activities. Have you made adjustments that reflect your findings from the week before?

After trying this method for three weeks, reflect on the trends in the data you have generated. Is one area being neglected? Are you spending too much time or too much of a proportion on one specific technique? If that's the case, you may want to consider consciously adjusting your strategy to be more effective.