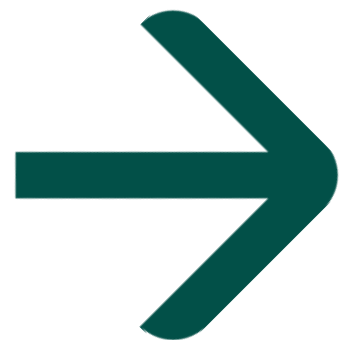


JOB SEARCH TIPS

How to Create a Job Search Plan for 2023

teal 



JOB SEARCH TIPS

What's a job search plan?

Think of it as a clear outline of your job search goals—a path to plan how you'll get from Point A to Point B.

If your job search were a road trip, a job search plan would be your map.



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Why create one?

Job searching without a clear plan is like throwing a dart at a board without aiming for a target. You're simply hoping it goes in the right direction.



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STEP 1

Identify your skills, values, and interests.

Having clarity before you dive into your search is key. Spend some time soul-searching and thinking through the why of your job search.



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Are you looking to:

- move up within your current industry?
- make a career change and pursue a different professional path entirely?
- stay in your same job but at a different company?



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STEP 2

Identify 2–5 job functions and industries that may interest you.

Titles can vary from company to company and mean different things in terms of years of experience—so don't limit your search to just one title.



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Maybe it looks something like this:

Get clear and focused on your job search goals

Enter up to 5 roles/functions and 5 industries that you are interested in targeting

Roles / Functions

1

Product Manager

2

Project Manager

3

Senior Project Manager

4

Program Manager

5

Product Lead

Industries

1

E-Commerce

2

Travel

3

Food & Beverage

4

Fitness

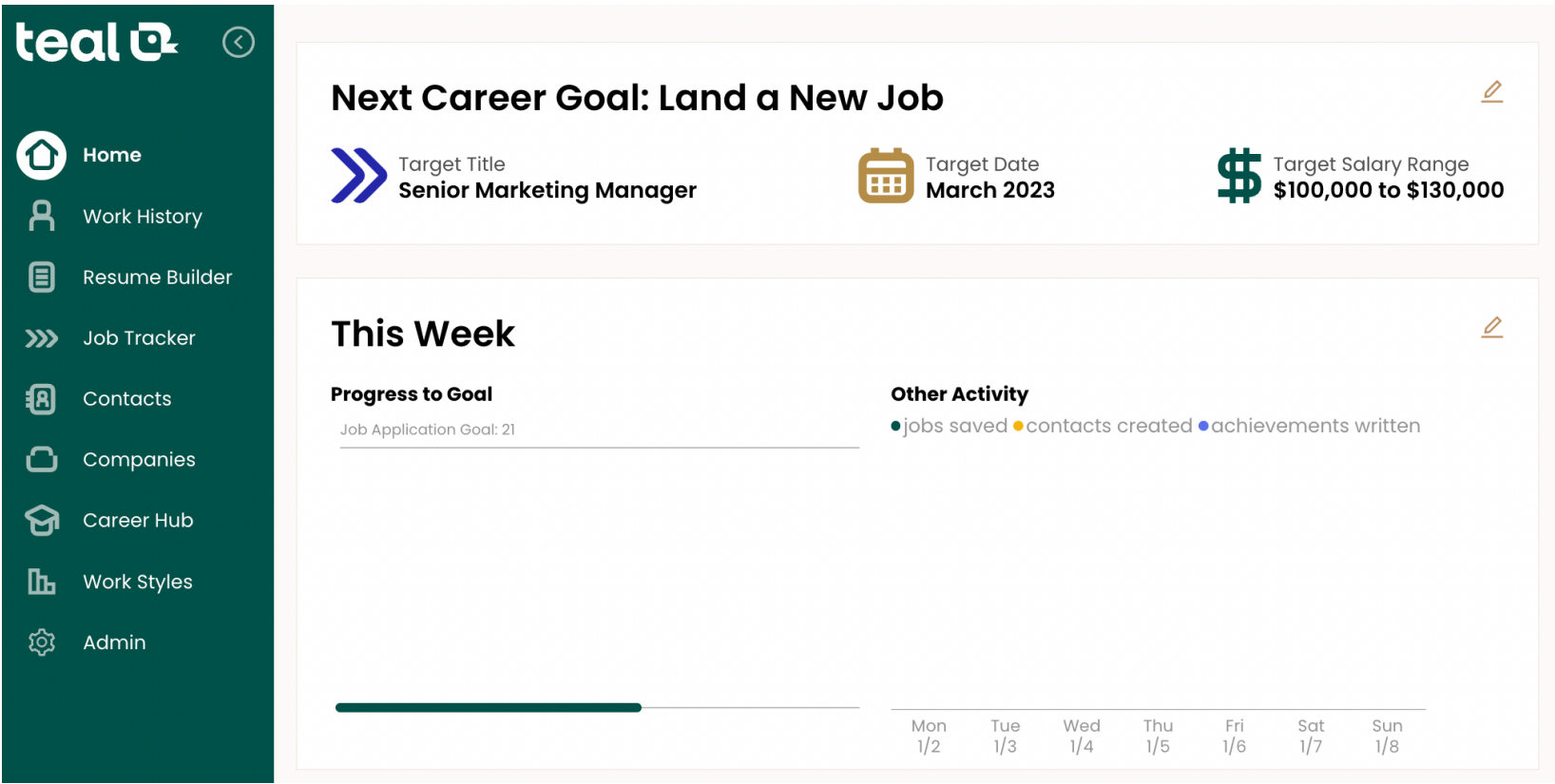
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You can set a target title in your Teal dashboard to help you stay motivated.



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STEP 3

Identify companies of interest.

Brainstorm a list of 20 companies you might want to work for or companies that sound interesting to you. Consider their size, industry, location, remote-work policies, and company culture.



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With so much news of layoffs, it can feel discouraging—but keep in mind there are still lots of companies hiring right now, even if they aren't the big names you're familiar with.



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An example:

Companies	
1	Zapier
2	Slack
3	Spotify
4	Airbnb
5	Warby Parker
6	Microsoft
7	ClassPass
8	Peloton
9	Clubhouse
10	Notion
11	Duolingo
12	Noom
13	Etsy
14	TikTok
15	Ebay
16	Lyft
17	Snap
18	BetterUp
19	Capsule
20	Oscar Health

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Save the companies you're interested in to your Teal Company Tracker using the free Chrome extension to have all your target organizations in one place.

☐ 0 selected

Filter Companies

Q

Group by: None

+ Add a New Company

Name	Industry	Location	Size	Type	Excitement
<input type="checkbox"/> Notion	Software Development	San Francisco, California	201-500 Employees	Add Company Type	★★★★★
<input type="checkbox"/> Google	Technology, Information and Internet	Mountain View, CA	10,001+ Employees	Add Company Type	★★★★★
<input type="checkbox"/> Zapier	Technology, Information and Internet	San Francisco, CA	501-1,000 Employees	Add Company Type	★★★★☆
<input type="checkbox"/> Airbnb	Technology, Information and Internet	San Francisco, CA	5,001-10,000 Employees	Add Company Type	★★★★★
<input type="checkbox"/> Maven Clinic	Hospitals and Health Care	Add location	201-500 Employees	Add Company Type	★★★★☆
<input type="checkbox"/> LinkedIn	Technology, Information and Internet	Sunnyvale, CA	10,001+ Employees	Add Company Type	★★★★★

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See if you can spot any common themes:

- Do they align with your personal interests?
- Do they fall within the same sector or similar missions?
- Are they of a specific size?
- Do they all offer consistent benefits?

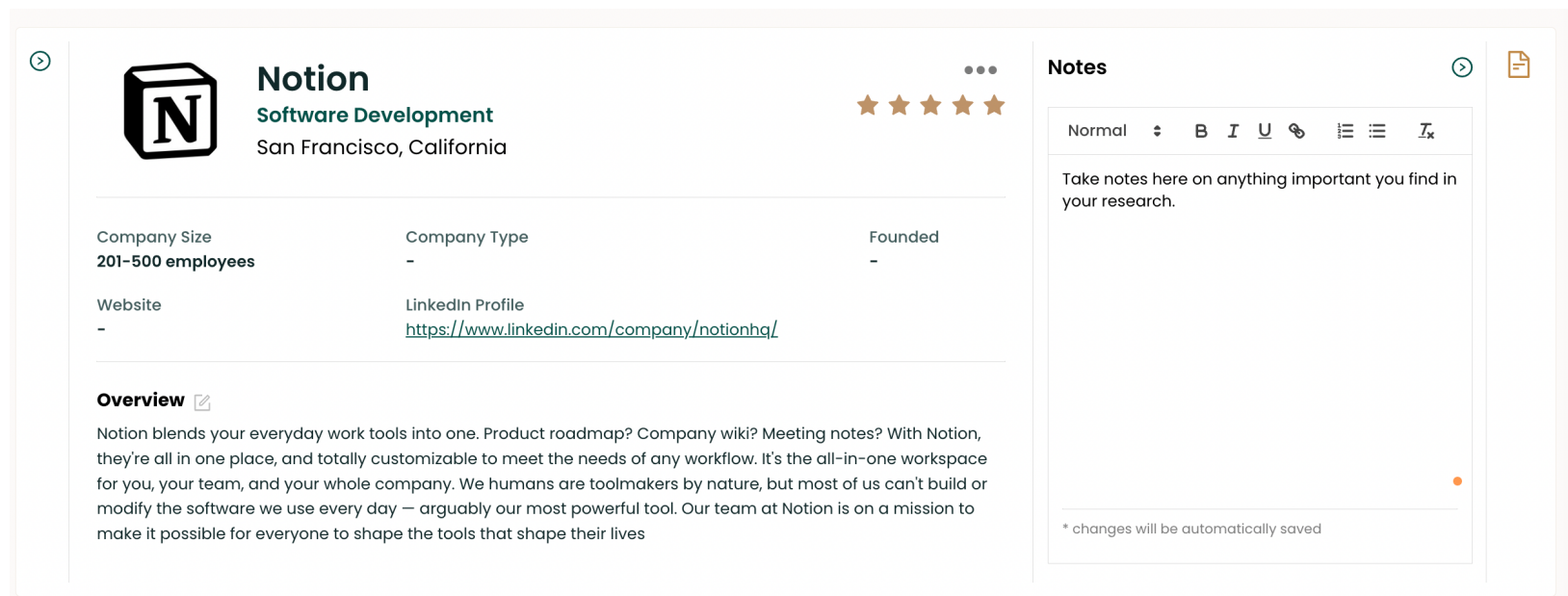


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STEP 4

Research your target companies

Take notes in Teal so your research is all in one place.




The screenshot displays a Teal workspace interface. On the left, a company profile for 'Notion' is shown, including its logo, industry ('Software Development'), location ('San Francisco, California'), and a five-star rating. Below this, a table lists company details: Company Size (201-500 employees), Company Type (-), Founded (-), Website (-), and LinkedIn Profile (<https://www.linkedin.com/company/notionhq/>). An 'Overview' section with an edit icon follows, containing a paragraph about Notion's all-in-one workspace. On the right, a 'Notes' panel with a rich text editor is visible, featuring a toolbar with options like Normal, Bold, Italic, Underline, Link, List, and Text color. The note area contains the text 'Take notes here on anything important you find in your research.' and a footer note stating '* changes will be automatically saved'.

Company Size	Company Type	Founded
201-500 employees	-	-






Website: -

LinkedIn Profile: <https://www.linkedin.com/company/notionhq/>

Overview 

Notion blends your everyday work tools into one. Product roadmap? Company wiki? Meeting notes? With Notion, they're all in one place, and totally customizable to meet the needs of any workflow. It's the all-in-one workspace for you, your team, and your whole company. We humans are toolmakers by nature, but most of us can't build or modify the software we use every day — arguably our most powerful tool. Our team at Notion is on a mission to make it possible for everyone to shape the tools that shape their lives

Notes

Normal  **B** *I* U    

Take notes here on anything important you find in your research.

* changes will be automatically saved

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JOB SEARCH TIPS

1. Google the company for recent news, earnings, funding, or other developments that may inform and impact your interest in the company
2. Explore the company's website, blog, and social media accounts
3. Check LinkedIn to see who you know at the company and reach out to any 1st or 2nd-degree connections to ask about an informational interview



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STEP 5

Set a realistic timeline for your job search goals

Finding a new job takes time—often 3–5 months on average. Having a concrete target start date in mind can help you stay motivated and plan ahead.



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Decide how much time you want to spend each week (on average) applying for jobs and work backwards.

While there's no hard and fast rule about how many jobs you should apply to, having a target number of applications per week can help lend structure to an often structureless process.



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Know what to expect in terms of a realistic timeline to reach your goal

Enter how many hours per week on average you can devote to your job search in the white box to the right.

Weekly Hours

10

Based on our research and your current time available for job searching we recommend allocating your time according to the below.

Networking

3

Searching

1

Applying

5

Following Up

1



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Sign up for Teal and make a copy of the
FREE job planner workbook:

tealhq.co/jobsearchplan

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Follow @teal_hq for more job
search, resume, and career
growth tips.

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