**Job Search Action Plan In-class Activity Worksheet (4%)**

**Student Name:**

**Instructions:**

Choose one employer you are interested in connecting with (and ultimately would like to work for). Complete the worksheet questions with this employer in mind.

**Submission Instructions:**

Please upload this work sheet to the provided D2L Dropbox by end of class.

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| **Potential Employer:** |  | **/2** |
| **WHY**  Brief reason for choosing this employer  **WHERE?**  Position/department of interest |  | **/2** |
| **WHO?**  List a minimum of three networking contacts (be specific, name, email, position) and why you are contacting them. What are you hoping they can do for you/help you with?  What information are you trying to obtain (access to an informational interview etc.). These should be relevant to the employer you are hoping to connect with |  | **/4** |
| **WHEN?**  What is your timeline? When are you going to make contact? |  | **/2** |
| **WHAT?**  How are you going to make contact? Using what type of media (I.e., LinkedIn message, cold call etc.). Please include your message here (what you plan to say to all three contacts). |  | **/3** |
| **LinkedIn Profile**  After reviewing your LinkedIn profile according to the checklist, what updates do you need to make and why, and by when? |  | **/2** |
| **TOTAL** |  | **/15** |

***Please note: This is an individual activity and reflects an individual job search plan. It is expected that all students take the necessary steps to complete the work according to Lambton College’s policy related to Academic Integrity. No two plans should be the same.***