



Job Search – Get A Plan!!

(Daily/Weekly Activities List)

Key things to remember!!

Job searching is not most people's idea of fun but it is a temporary necessity to get where you want to go!

When you are not working **YOUR JOB SEARCH IS YOUR FULL TIME JOB!!** So, work hard and hold yourself accountable for your daily activities. The harder you work the quicker it will be over and you can move on to your new career!!

Please reference other "Job Search" documents that expand on tips & tricks on suggestions below.

Plan Out Your Job Search!

See the following daily and weekly activity suggestions:

- **#1 priority!** Centriq's **Career Services job postings!** **NOTE** - 50% of jobs our students get are from these posts!!
- **Get organized!** Get a system - keeping good records of your applications and activities is key! Suggestions are available in your resource materials.
- Search **LinkedIn job postings** in main area as well as within groups. Set up automatic keyword searches to have applicable jobs emailed to you. *(daily)*
- **Job Boards** – set up and save searches with keywords and area you are looking in – select to have them email you daily. You can also do a fresh search to see if new stuff has popped up. *(daily)*
Job board samples: www.indeed.com; www.dice.com; www.beyond.com; www.careerbuilder.com; www.monster.com
- Check out jobs on **Craigslist.com** *(daily)*
- Do some **networking** – attend an event. Tips and suggestions available in your resource materials.
Remember Networking is the **#1 way to get a job!** *(weekly)*
- Create your **"Target Company List"** – you should always have at least 5-10 companies top of mind that you are pursuing. You want to share them as you talk to people so they can think about who they might know to help you.
- **LinkedIn** - Post or answer a question or comment on a discussion within an IT group. *(weekly)*
- **More LinkedIn** – Keep building connections and monitor your home page throughout the day to see various activities going on with your network that could lead you to a job connection. Did someone you know in IT recently switch companies? If so check out their old company as they might be looking to fill their position...AND you can use the person who just left to get the inside scoop and possibly a referral. *(throughout the day)*
- Connect with recruiters (on LinkedIn and in person). Call and set up a meeting – you can get recruiter contacts to call direct from Career Services job posts. *(weekly)*
- **Meet a friend** for coffee and discuss your activities (& your target company list!). Maybe they know people at companies you're pursuing and can put in a word or even give you additional ideas on your job search. *(weekly)*



Job Search – Get A Plan!!

(Daily/Weekly Activities List)

- **Target industries** you would enjoy and seek out companies in those industries. (even better if you have experience in that industry!) (*weekly*)
- Assess your activities – which activities produced the most activity or energized you in your search? Put more focus on those activities as you make your next plan of attack. (*weekly*)
- Attend a **career fair!** **ALWAYS make CENTRIQ CAREER FAIRS A PRIORITY!**
- **Follow up** on jobs you applied for last week. (*daily*)
- Email friendly note to Career Services (kroberts@centriq.com) to “check in” and let them know some positions you’ve applied for and see if there is anything new coming up. If you feel frustrated share what you’ve been doing and seek a fresh suggestion. (*every other week*)
- “**Follow Companies**” on LinkedIn. Be sure to follow companies you apply to. (*daily*)
- Take a break from the computer and **pick up the phone** and call into some companies. (*daily*)
- **Drop in** at a company that you would be excited to work for and see if you can talk to the hiring manager or at least drop off a resume. Get a name and follow up with a phone call. Get creative and think outside the box. (*weekly*)
- **Monitor your attitude and keep it positive** –VERY important! Feeling down? Reach out to Career Services, classmate, friend or family member who will offer positive constructive feedback – you need motivation and help NOT an unproductive pity party! (*daily*)
- **Watch/listen to Webinars** while you eat lunch. See “Webinar Resources”.
- **Follow up** on interviews. Hopefully you got a time frame for next steps to know when it is appropriate to follow up. Also know that sometimes things don’t happen according to the original so be positive and persistent with your follow-ups.
- Build and maintain your **Technical Knowledge!** Read books and keep working toward certs; review technical interview questions. Google/YouTube things you are weak in to build more confidence. These are great things to do when you need a break from your search. This will also allow you to share with employers the things you are doing to be proactive to maintain and continue to build your technical skills during your search.
- Keep **building your interview tool box!** Review and practice answering interview questions (traditional and behavioral). This can also serve as positive reinforcement in your mind to reflect on your strengths and ways you have demonstrated them the past!
- **Update your resume** as you accomplish certifications. Re-post on Job Boards as this will refresh it and allow it to go back to the top of employer searches.
- **Freshen and re-inspire** your job search efforts by checking out job search sites. (*weekly*)
- Don’t forget to **reward yourself for hard work**. Do not punish yourself for working hard and not having a job interview or offer in hand that day or week. Reward yourself for planting seeds and keep working hard & SMART!

Mix up your activities – designate certain amounts of time for each activity. Plan it out for the week.

NOTE – if you are not in school and not working you need to put 6-8 hours a day into your search