

# IGME 99: Job Search Strategy Plan

## Assignment: Please complete this form in its entirety.

Securing a co-op takes work and the best way to ensure your success is to be strategic about your search. The purpose of this job search strategy plan is twofold:

- 1) Define your desired responsibilities and target companies and resources for your search.
- 2) Create specific weekly time goals for your search that you can implement now.

This plan is a snapshot in time and the information you provide today will likely change over time.

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### **PART 1: Understanding Your Search**

If you want to secure a co-op that meets your academic and personal goals, you need to reflect on what you want from that experience. The prompts below will help you start your search on the right foot.

Job Target	Be as specific as possible. What specific roles are you looking for? What tools/languages are you looking to learn? Include the timeframe you are eligible & available for co-op (ex: May 2021-August 2021, etc) A co-op in the computer technology field utilizing programming skills in C#, Lua, Java, HTML, and CSS that will enhance my skills in the industry. Available May 2021 — Aug 2021.
Geographic Restrictions / Ability to Work Remotely	Keep in mind location is not a guarantee and many co-ops will be virtual  Greater Rochester, Greater Boston Area, Greater Salt Lake Area
Resources to Search for Jobs	<input checked="" type="checkbox"/> RIT Career Connect <input checked="" type="checkbox"/> Handshake <input checked="" type="checkbox"/> LinkedIn <input checked="" type="checkbox"/> Indeed <input checked="" type="checkbox"/> Career Fair / Virtual Career Week <input checked="" type="checkbox"/> Employer Information Sessions <input type="checkbox"/> Creative Industry Day <input checked="" type="checkbox"/> Connections from others (specify person or company): <input checked="" type="checkbox"/> Other John Whelan <input type="checkbox"/> Other
Top 10 Target Companies (do your research to determine if they offer internships, and if they offer internships in your area of interest!)	<i>Ex: Forbes, forbes.com, Joe Pietruch (RIT alum, runs Forbes at MAGIC: JPietruch@forbes.com)</i> 1. Bethesda Game Studios, Rockville, MD 2. Bit Fry Game Studios, Portsmouth, NH 3. Rockstar Games, Andover, MA 4. Irrational Games, Boston, MA 5. Crate Entertainment, MA 6. Unity Technologies, Framingham, MA 7. Warner Bros Games, Salt Lake City, UT 8. Alexander Technology Group, Portsmouth, NH 9. Liberty Mutual, Portsmouth, NH 10. Jacobs, Hudson, NH
Application Tracker	<input checked="" type="checkbox"/> Notion Tracker (see resources in Week 2 for more information) <input type="checkbox"/> Excel Tracker <input type="checkbox"/> Google Sheets Tracker

## **PART 2: Create Specific Weekly Goals**

In order to secure a co-op, you must apply for positions, follow-up, and create relationships with others. Think about realistic goals related to these three activities and include your plan below.

<b>Activity</b>	<b>Goal #</b>
# Applications Weekly	7
# Networking Outreaches Weekly <i>Networking outreaches could include conversations over email, LinkedIn, phone, and/or video chat learning about the industry from alumni, recruiters, professionals in the industry, and/or hiring managers</i>	7
# Application Follow-ups <i>Application follow-ups are outreaches via email, LinkedIn, and/or phone inquiring about the status of an application</i>	7

## **PART 3: Job Search Schedule**

It is often said that searching for a co-op feels like an additional class or a part-time job. You should be dedicating time to the job search EVERY DAY. Complete the table below to indicate when and how you will spend your time related to the search.

<b>Day</b>	<b>Time Allocated (ex. 10am-12pm)</b>	<b>Activities to Complete (Ex: Find 10 positions via RIT Career Connect, apply to 15 positions via Indeed, research 4 employers and their competitors on LinkedIn, track applications in Notion, follow-up with applications from the previous month, send 4 informational interview requests via email, etc)</b>
Monday	8pm-10pm	-Apply to one position -Send informational interview requests
Tuesday	8pm-10pm	-Apply to one position
Wednesday	8pm-10pm	-Apply to one position -Track applications in Notion
Thursday	8pm-10pm	-Apply to one position -Send informational interview requests
Friday	8pm-10pm	-Apply to one position
Saturday	10am-1pm	-Apply to two positions -Track applications in Notion -General tasks left over from the week
Sunday	7pm-9pm	-Find 7 positions via various job sites -Research companies, employees, & competitors on LinkedIn -Make connections on LinkedIn -Follow up with previous applications