



## Decision-Making Worksheet

### Keeping Track of Your Job Search Progress

The job search process involves a tremendous number of details. Below is a list of task areas in worksheet format that you can use to help keep track of your job search progress. Create lots of columns to the right so you can input important information, such as dates.

- |   |       |       |       |
|---|-------|-------|-------|
| 1. Identify your values.                                  | _____ | _____ | _____ |
| 2. Decide on economic, psychic, and lifestyle trade-offs. | _____ | _____ | _____ |
| 3. Clarify career-related interests.                      | _____ | _____ | _____ |
| 4. Review abilities, experiences, and education.          | _____ | _____ | _____ |
| 5. Identify employment trends.                            | _____ | _____ | _____ |
| 6. Create career goals and plans.                         | _____ | _____ | _____ |
| 7. Target preferred employers.                            | _____ | _____ | _____ |
| 8. Analyze your work-style personality.                   | _____ | _____ | _____ |
| 9. Compare salary and living costs in different cities.   | _____ | _____ | _____ |
| 10. Place values on employee benefits.                    | _____ | _____ | _____ |
| 11. Create an expanding list of networking contacts.      | _____ | _____ | _____ |
| 12. Obtain excellent letters of reference.                | _____ | _____ | _____ |
| 13. Compile revealing personal stories.                   | _____ | _____ | _____ |
| 14. Assemble a résumé.                                    | _____ | _____ | _____ |
| 15. Assemble a cover letter.                              | _____ | _____ | _____ |
| 16. Identify job opportunities:                           | _____ | _____ | _____ |
| a. Career fairs.  | _____ | _____ | _____ |
| b. Classified advertisements.                             | _____ | _____ | _____ |
| c. Employment agencies.                                   | _____ | _____ | _____ |
| d. Internet.  | _____ | _____ | _____ |
| 17. Interviewing  | _____ | _____ | _____ |
| Research the company.                                     | _____ | _____ | _____ |
| Create responses for anticipated interview questions.     | _____ | _____ | _____ |
| Create positive responses to list of negative questions.  | _____ | _____ | _____ |
| Evaluate your interview performance.                      | _____ | _____ | _____ |
| 18. Send a thank-you note.                                | _____ | _____ | _____ |
| 19. Accept the job.                                       | _____ | _____ | _____ |