

# Step 21:

## Your Job Search Roadmap

**S**o far, you can be proud that you have increased your job search success over other people who are not as committed as you are. Once a job apply or interview is done, it means it is a job well done and now you can get back to the job search process.

### The Weekly Job Search Activity Roadmap

- **Top Job Posting Applies:** Select five job postings weekly to dig in and apply what you have learned to a follow-up goal of two additional forms of outreach (email, call).
- **Top Target Employer Applies:** Select five Target Employers weekly to dig in and apply what you have learned to a follow-up goal of three additional forms of outreach (cover letter, email, call).
- **After The Interview Follow-up:** Interviewees should have completed follow-up within 24 hours according to our busiest hiring managers.
- **Growth Activities:** Stay confident and energized during your job search. Remind yourself weekly of all the useful accomplishments and relationships you have achieved so far. Remember that the lack of response to your outreach is not indicative of you as a valuable person in the workforce. Incorporating personal and professional development activities into the search process will add long term value to you as well.

### Your Roadmap

The reality of a job search is that it is a process that needs to be worked consistently. This is easier said than done. By creating a weekly plan for your job search, you will have the peace of mind and confidence that you are instituting all the best practices towards success. You are training to win and we salute you!

### Activity Alert!

**Fill Out The Tracker**



**3 Gratitude:**  
A positive attitude is scientifically proven to increase mental productivity. Document three new things you are grateful for each day.

**1 Random kindness:**  
Kindness is proven to create a sense of personal value and satisfaction - plus reciprocation from kindness brings surprise rewards. Perform an act of kindness for another person.

**2 Fresh air:**  
You never know who you will meet and the change in your environment keeps you fresh. Get out of the house two days a week at least: walk, have coffee with someone, apply for jobs in a new area with WIFI.

**2 Network:**  
You have already learned that the number one source of a new job comes from networking. Plus it will foster your communication skills and confidence. Network with someone new or reach out to someone long untouched two times each week.

**1 New knowledge:**  
Remember the saying "When you are green you grow - and when you are ripe you rot" You finally have the time to grow, which increases your value as someone who can prove that they pre-plan and focus on personal growth. Employers will be keen to hear you relay your growth plan and it will tangibly add to your inventory of abilities. One time per week research trends, take a course, practice a skill, study - add a new piece of professional knowledge.



# Job Search Weekly Activity Tracker

Date: \_\_\_\_\_

5 Top Job Posting Applies	Applied Company/Date	Contact Name, Email, Phone	Job Title/City	Follow up email 3 days later	Follow up call 4-5 days later

5 Job Post Applies Done

Target Company Contacts	Contact/Date	Contact Name, Email, Phone	Job Title/City	Follow-up Email Less Than 3 Days	Follow-Up Call 2-3 Days Later

Target Employers Complete

## Follow-up After the Interview

Interview Follow-ups	Interviewed Date	Contact Name, Email, Phone	Job Title/City	Follow-up Email Less Than 3 Days	Follow-Up Call 2-3 Days Later

Interview Follow-up Complete

9 Growth Activities	Monday	Tuesday	Wednesday	Thursday	Friday
3 Gratitudes	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
1 Random Kindness	<input type="checkbox"/>				
2 Fresh air		<input type="checkbox"/>		<input type="checkbox"/>	
2 Network - Reach out		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
1 Get new knowledge					<input type="checkbox"/>

Finished Growth Activities