

## Getting Started

### THREE RULES TO REMEMBER WHEN BEGINNING YOUR JOB SEARCH

#### 1.

*Be persistent.*

- It takes time and energy to plan and execute; allow for this in your schedule.
- The more effort you invest, the more you will get out of it.
- Fight procrastination by continuing to take small, manageable steps forward; don't try to do everything at once.

#### 2.

*Don't do it alone.*

Ask for help and support from family or friends to keep you moving. Starting a job search requires us to manage stress as well as fears.

#### 3.

*Be flexible.*

Don't expect the process to be easy and straightforward. In fact, expect that you will need to retrace your steps on occasion. As you learn more about specific jobs and careers, you may need to reevaluate more closely your strengths and preferences.



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## Readiness Checklist

### Instructions:

Are you really ready to start your job search? This is a simple checklist designed to show how prepared you really are.

	yes	no
1) Have you updated your resume in the past 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
2) Do you have a personal career website?	<input type="checkbox"/>	<input type="checkbox"/>
3) Have you posted your resume on a major job board?	<input type="checkbox"/>	<input type="checkbox"/>
4) Do you have a secure "career email" address?	<input type="checkbox"/>	<input type="checkbox"/>
5) Have you taken any steps to analyze your interest/skills as they relate to other occupations?	<input type="checkbox"/>	<input type="checkbox"/>
6) Have you read a book or listened to a tape on career or self-development, in the past 6 months?	<input type="checkbox"/>	<input type="checkbox"/>
7) Do you have a current source of industry information you refer to daily/weekly?	<input type="checkbox"/>	<input type="checkbox"/>
8) Could you professionally contact 100+ selected employers within one week, if you had to?	<input type="checkbox"/>	<input type="checkbox"/>
9) Are you prepared to interview and negotiate for a new job either inside or outside of your company?	<input type="checkbox"/>	<input type="checkbox"/>
10) If a competitor asked you for a resume, could you immediately respond?	<input type="checkbox"/>	<input type="checkbox"/>

If you answered "no" to any of the questions, you have some work to do before you start a serious job search.



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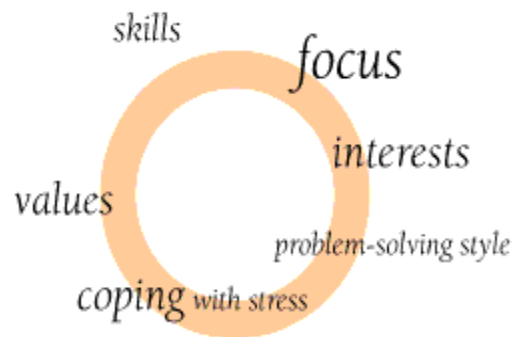
## **Career Planning**

During the average lifetime, an adult will have many jobs, several different careers, and will spend half their waking hours working. Yet that same person will spend more time watching television in one week than they will spend in their lifetime planning for employment!

Employment is more than a job. It shapes a big part of your life and deserves thoughtful consideration and planning. With the frequency that people change careers, it also deserves reconsideration throughout your work life.

Don't worry if you don't have all of the answers right now. The important point is to start with a plan that you can work. This basic plan can be modified periodically and will serve as a reference point to help manage your career for many years to come.

## Understanding Yourself



The first step in the planning process is to understand yourself; your values, your strengths and weaknesses, your style of interaction with others and your career goals.

Your value system, your skills, strengths and interests will determine your success in your working life. The following checklist and worksheet are designed to help you create your personal inventory of what is important to you.



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## Values Checklist

Understanding your value system and keeping these values in mind while analyzing career choices greatly improves your chances of successfully choosing a new career. The following list is a starting place; circle those values that are important to you in a career. You might also go back and rank them as essential or merely desirable to you. Cross off values that are not important to you. Also, add any other values that are important or desirable to you.

Salary level	Retirement Benefits	Other benefits
Commission Basis	Security	Make friends
Health Insurance	Size of Company	Use existing skills
Vacation	Status	Meet interesting people
Travel	How much Pressure	Full-time
Growth Opportunity	Additional Training	Part-time
Chance to help People	Number of people in Office	Accomplishment
Type of Industry	Work with Public	Incentive rewards
Work in a team	No public contact	Predictable
Work Independently	On going Training Offered	Variety
Manage others	Flextime	Risk
Dress Code	Levels of management	Personal growth
Close supervision	Position Power	_____
Work hours	Respect	_____
Work environment	Creativity	_____
Location of office	Decision Making Authority	_____
Relocation	Challenging	_____

## Strengths & Weaknesses Worksheet

Understanding your personal strengths will help you focus on the types of career choices that will allow you to work at your best and provide the best opportunity to succeed. Equally important, and challenging, is to examine your weaknesses. Minimizing your weaknesses is as important as maximizing your strengths. Do not target an occupation demanding excellence in an area that you have identified as a weakness. You don't have to publish a list or tell anyone else but you need a reference for your job search. Again, this list is a starting place; it may not be complete, so add your own notes. It is important to rank your strengths.

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### Strengths

Good with numbers	Work best in small groups	Takes direction well
Good verbal ability	Enjoy meeting new people	Accept constructive criticism
Work best in a team	Strong organization/planning	Need constant feedback
Work best alone	Analytical thinker	Don't need feedback
Consistently meet deadlines	Linear thinker	Empathize with others
Self motivated	Global thinker	Honest
Externally motivated	Can handle ambiguity	Hardworking
Confident public speaker	Need clear direction	Attention to detail
		Creative



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## Goal Worksheet

**1. What is your job goal:**

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*(This should be the job or occupational title you are interested in.)*

**2. Required Values** *(List all values that you believe are essential in your prospective job.)*

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**3. Desired Values** *(These are values that you would like to have as part of your job, but the job would be acceptable without them. List as many as you believe are desirable.)*

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**4. Reality Check:** *Are these expectations reasonable and attainable? Yes or No (If No re-evaluate which values you require or what your job goal should be in relation to your values.)*