

Your Job Search



Your project plan will help you to structure your job search to focus your research, talk to people effectively, and monitor your progress so you stay on track to success.

YOUR OBJECTIVE

What type of work are you looking for?

TARGET MARKET

Where do you want to do this work?
(industry or geography)

TARGET LIST

What specific companies and organizations are you interested in?

KEY RESOURCES

What important books, professional associations, or websites do you need to check out?

- Associations Canada (in Career Info Area)
- Canadian Company Capabilities (google it)
- linkedin.com
- eluta.ca
- indeed.ca
- keys.ca
- www.yellowpages.ca
- <http://library.queensu.ca/research/guide/business> (Factiva, FP Advisor)
- kingstonchamber.ca
- www.workinculture.ca
- www.marketingmag.ca/resources/big-book
- www.charityvillage.com
- <http://oen.ca/dir/>
- www.engineeringbluebook.com/
- www.acec.ca
- cmc-canada.ca/

YOUR NETWORK

Who do you know already that you could talk to?

KEY MESSAGES

What will you say to people in your job search? (Summarize your objective, target market, and key qualifications)

* Based on the ideas presented in Orville Pierson's *The Unwritten Rules of the Highly Effective Job Search*.

This form can be found online at: <http://careers.queensu.ca/careerresources>

Job Search Progress Chart

Adapted from "The Unwritten Rules of Highly Effective Job Search" by Orville Pierson

STRATEGY USED	Week of:	Week of:	Week of:	Week of:	Week of:	Week of:	Week of:	Week of:
JOB SEARCH PREPARATION	Total Hours							
Develop job search skills (advising & workshops)								
Research careers, organizations, & industries								
Work on marketing materials (resume, cover letter, interview skills, business cards, LinkedIn profile)								
CAREER-BUILDING CONVERSATIONS	Number of conversations & correspondence							
Connect with existing contacts about job search plan (friends, classmates, professors, family, etc...)								
Start conversations (e.g., with alumni via Queen's Connects Career Network in LinkedIn, professional associations, economic/business groups)								
Attend company information sessions/career fairs/Conferences								
Explore strategic volunteering								
Conduct information interviews with people working in target companies or industries								
Inquire about potential opportunities with people in charge of hiring in target companies or industries								
Follow up with contacts with updates and questions								
APPLICATIONS	Number of applications							
Apply to jobs found online via myCareer, job boards, and company websites								
Register with search firms & employment agencies								
Send out unsolicited applications								