|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Date to be Completed** | **Date Completed** | **Progress Notes** |
| What is my target date to have a job? |  |  |  |
| Clothing selected & cleaned for interviews, networking, work |  |  |  |
| Childcare arranged |  |  |  |
| Transportation arranged & is reliable |  |  |  |
| Completed self-assessments * Skills
* Values
* Aptitude/personality
* Work interests
* Computer skills
 |  |  |  |
| Developed personal branding tools* Your brand (4 traits)
* Introduction (short)
* Business card
* LinkedIn profile
* Other social media ‘brand’
 |  |  |  |
| Developed career plan with timeline 3 – 5 years out |  |  |  |
| Developed career management tools* Master App/Autobiography
* File/notebook for information
* Job Log to index dates & activities
 |  |  |  |
| Explored my unique situation & have strategies for answering employers’ concerns |  |  |  |
| Updated Alaska Dept of Labor account (was ALEXsys) |  |  |  |
| Developed safe & effective online job search strategy * Wrote list of search terms related to my job seeking
* Selected /bookmarked 2 -3 safe sites
* Created ‘alerts’ on safe sites
 |  |  |  |
| Created list of companies /jobs I want, based on research & networking |  |  |  |
| Networked for information about my community, companies, & jobs* Phone calls
* In person/video chats
* Job fairs
* LinkedIn
 |  |  |  |
| Learned types of resumes so I can prepare one that matches specific needs of a job/company |  |  |  |
| Learned how companies screen resumes using ATS systems & no longer use older resumes that I change* Unique resume for each job – no more tweaking!
 |  |  |  |
| Learned how to analyze a job ad to know what the company wants* Create table to list company ‘wants’ including description of duties, personality features sought, etc.
* Master App is read so I can copy & paste experience & education “proof” of how I fit each ‘want’
 |  |  |  |
| Learned how applications & resumes differ & how to complete applications* Master App is ready
 |  |  |  |
| Learned how cover letters are developed to make a business-like impression* Saves time for the recruiter
* Gives an outline of your resume related to the ‘wants’ the employer seeks
 |  |  |  |
| Learned about interviews & started a daily/weekly habit of practicing my answers |  |  |  |
| Purchased thank you notes for use after all interviews* Informational
* Selection
* Other
 |  |  |  |
| Updated my list of potential references with current contact information |  |  |  |
| Learned to use video conferencing (Skype, Zoom, etc.) for remote interviews |  |  |  |
| Started self-study, online, or other courses to improve skills & gain current certificates, especially in technology skills |  |  |  |

**While items are roughly in order of when to begin each one, you may complete them in any order.**

**Add this plan to your Career Management Notebook or electronic file.**