|  |  |  |  |
| --- | --- | --- | --- |
| **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.**