

## Job Search Action Plan Progress Chart

#	Job Search Strategy	% Effective	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Total	% of TSI	% Different
<b>Total Strategy Implementation Hours Planned</b>			8	7	7	7	7	2	2	40		
1	Using the "creative" approach to job hunting or career change; doing homework on yourself, to figure out what your favorite and best skills are; then targeting organizations in your field; followed up by using your personal contacts to get in to see, at each organization that has interested you, the person who actually has the power to hire you (not necessarily the human resources department), <b>before</b> they post the job you could do for them.	86%	1	1						2	5%	-81%
2	In a group, with other job hunters, using your list of target companies (from the phone book's yellow pages, internet, or <i>Book of Lists</i> ), same as #1 above.	84%								0	0%	-84%
3	By yourself, using your list of target companies, calling employers in those fields to see if they are hiring for the kind of work you do.	69%		1		2				3	7%	-62%
4	Knocking on the door of any employer, factory or office that interests you, whether they are known to have a job vacancy or not.	47%								0	0%	-47%
5	Asking family members, friends, former teachers and professors you know about target companies, and possible contacts within those companies.	33%	1	2		1	1	2	2	9	22%	-11%
6	Attending career fairs or job fairs.	18%	2							2	5%	-13%
7	Going to the state/federal employment service offices or "one stop career centers".	14%	2							2	5%	-9%
8	Networking at association meetings/conferences appropriate to your field.	14%		1			3			4	10%	-4%
11	Going to private employment agencies or search firms.	14%						2	2	4	10%	-4%
12	Answering local newspaper ads.	14%	2						1	3	7%	-7%
9	Taking a civil service exam.	12%								0	0%	-12%
10	Going to places where employers come to pick out workers, like union hiring halls.	8%								0	0%	-8%
13	Answering ads in professional or trade journals appropriate to your field.	7%								0	0%	-7%
14	Mailing out resumes to employers at random.	7%			1					1	2%	-5%
15	Using the internet to look for job postings or to post your resume.	7%		2		3	3	2	1	11	27%	20%
<b>Total Strategy Implementation Hours Actual</b>			8	7	1	6	7	6	6	41	100.0%	
	Research and Education			1	2	1	2	1		7		
	Letters and Administration			2	1	1	1	1		6		
<b>Total Research &amp; Administration Hours</b>			0	3	3	2	3	2	0	13		
<b>Total Job Search Hours</b>			8	10	4	8	10	8	6	54		
	Number of Target Company Contacts			5	1		2	1	2	11		
	Number of Target Company Decision Makers			1					2	3		
	Number of Interviews				1					1		