

The Plan - a compilation of the various job search activities / techniques that are reported to produce results in today's economy

2009 / 2010 Job Placement Categories:		20% (jobs found by applying on-line, without networking assistance)	25%	55% (jobs found on-line or unpublished, with strong assist of network)				
Marketing Materials -Resume -Handbill -Business Cards -Elevator Speech -Differentiators -Brand (who/what) -SAR's	Target Companies -30 to 60 companies <i>DO NOT JUST FOCUS ON FORTUNE 500 COMPANIES! Once identified, set-up profile and opt to receive job updates (at least weekly) so you can stay on top of opportunities @ your target companies (due to costs, many are not posting to other web sites (i.e. Monster, etc.)</i>	Internet -e-Mail address (professional) -LinkedIn.com -Google Profile -CareerBuilder.com -Monster.com -Beyond.com -Indeed.com -ZoomInfo.com -Facebook -JigSaw.com Stay with free services, do not pay	Postings -3 to 5 per week <5% of hires <i>Use Postings to drive you to contact people within organizations for informal and/or informational conversations or interviews</i>	Recruiters -Register with 10 to 25 Recruiters who work in your industry / areas of interest -Retained -Contingent <i>Remember you are building relationships for your next search</i>	Friends / Associates -Family -Friends -Groups/School -Church -Co-Workers -Manager -Activities -Associations -Better Bus Bureau	Networking / Education -Unemployed <i>Schedule 2 to 5 weekly</i> Networking Events Coffee / Social gatherings Phone / In-Person -Employed <i>Schedule 2 to 5 weekly</i> Information Interviews Informal Conversations Phone / In-Person -Education / Reading	Interview -Information Interview -Phone Screening -In-Person Behavioral Tell Me About Yourself Peer Manager -Ride-Along Work for a day -Presentation Develop / Present Solutions -Contract Short-Term / Part-Time	Support Teams Job Search Work Teams Accountability Groups Bible Study Groups Volunteer Groups Join one or two (max) Be Accountable Complete agreed upon tracking documents (they help you keep to your plan / stay on track. and demonstrate
RESOURCES	RESOURCES	RESOURCES	RESOURCES	RESOURCES	RESOURCES	RESOURCES	RESOURCES	RESOURCES
Networking Resume Review Interview Training Job Counseling -St Hubert's -IL WorkNet / IDES Job Seeker Workshops -Barrington Career Center -St Matthew's SAR (Situation-Action-Result) Template Plum Grove Printers - Career Assist Program (www.plumgroveprinters.com) -100 Free "networking" Business Cards -Other Free Printing - Vista (pay for shipping) Books/DVDs: -In Search of the Perfect Job - Clyde C. Lowstuter -The Unwritten Rules of the Highly Effective Job Search - Orville Pierson -Guerrilla Job Search-D. Perry & K. Donlin	Arlington Heights Library -Reference USA -D&B - Selectory -Hoovers -Million \$ Directory Crain's Lists (Special Job Seekers Addition @ \$49) IL WorkNet / IDES Job Seeker Workshops Barrington Career Center (BCC) Career Resource Center (CRC) Lake Forest	Arlington Heights Library IL WorkNet / IDES Family / Friends Any local library (ask if they have remote access to business research databases) -Reference USA -D&B / Selectory -Hoovers -Million \$ Directory -S&P -Morningstar -Lexis-Nexis (Corporate Affiliations) -STAT USA -Securities & Exchange Commission (SEC)	Register @ each of your Target Companies - and on the Internet Job Boards - and select to be updated whenever a posting fits your criteria Recommended Job Application Sequence: Search Network (find connection) Apply Network (follow-up w/connection) Follow-Up w/Contacts (every 3 - 5 days*) Weekly Goals: 5-Job Applications 4-Network Meetings (individual/lg grp) 3-Information Calls/Interviews 2-Personal Growth Activities 1-Interview	Friends / Family / Co-Workers Kennedy Directory (available @ most Library's) Job Boards Internet Searches Whenever possible, ask contacts when you should re-connect, then keep to that schedule.	Networking Business Card Handbill Resume e-Mail LinkedIn Facebook Google USPS (hard copy letters are rare today, so take advantage of this media)	Family / Friends Former Co-Workers / Mgrs Church / Groups / Sports / BBB / Trade Associations St Hubert's / BCC / ENG Business Coach / Recruiter LinkedIn / ZoomInfo / JigSaw Cold Call - Emp / Mgr / CEO Education - attend networking meetings / seminars to continually improve job search skills, and to improve personal / work skills (i.e., Six Sigma, Project Mgmt, Word, Excel, AA/BS Degree, etc.) Read journals, business magazines, and/or books that help you stay current with your industry Information Interview - allows you to find out about company & get contacts - DO NOT ASK FOR A JOB; can ask if they know of any opportunities that fit your skills	Family / Friends / Co-Workers Does anyone you know, or are connected to, know someone in company, get them to refer you READ: Ace the Job Interview (by Mark Warren, EW Solutions, Columbus, OH) Research Company Web-Site News Releases / Articles Crain's / Business Week / 10K / LinkedIn / Google / SEC SAR (Situation-Action-Result) Develop / Write out your Interview Questions & Answers; rehearse them prior to interview (bring with) If this is a phone interview, have materials laid out on desk for quick reference Connect (cold call, information interviews) with Hiring Manager or Peers / Employees to learn more about company, issues, interviewer personality) When scheduling an interview, always ask who you will be talking to - get names so you can look them up in LinkedIn, seek connections, etc.	Daily / Weekly Plan Daily Schedule Follow-Ups New Appointments Calls To-Do Lists Accountability/Progress Chart Application/Contact Tracking Opportunity Pipeline Informational Interviews Coffee / Lunch Meetings Prayer/Bible Study Groups Family / Friends Church
<p align="center">NOTE: Whenever writing any communications, always use a dictionary and a thesaurus, and ALWAYS spell check (electronically & visually) every document before it is distributed!</p>								
<p align="center">Always write "thank you" note (card or e-mail) after every informational meeting / interview!</p>								