



A Guide for a JOB SEEKING PREPAREDNESS PLAN

I. Actions to take while currently employed:

- **Keep your Résumé and LinkedIn account updated**
- **Develop contacts external to your current employer – Network!** - get email & telephone numbers
- **Develop list of potential references** – to use when you are seeking employment
- **Improve your current skills, capabilities and qualifications** – education, professional societies, certifications, etc.
- **Fully understand your current benefits** – determine what your options are if you lose your job (medical, retirement account, insurance, employer provided assistance programs, etc.)

II. Actions to take while seeking employment:

- Identify your **capabilities and transferrable job skills**
- Identify your **Job Area of Interest** - type of job and geographical area
- Research and identify **pay /salary expectations**
- Identify **target companies** - research and note details of company or organizations
- **Prepare your Résumés** – basic and targeted (towards a specific job and company)
- **Expand you contact network** – volunteer activities, career fairs, tech meetings, professional societies, union halls, etc.
- Develop **list of contacts**— contact them, let people know that you are looking for a job
- Develop your **reference list** – do not put it on your résumé
- Develop a **portfolio**, if appropriate – projects worked, media developed, certifications, patents, awards, training certificates, etc.
- **Brand yourself** - business cards, Facebook, LinkedIn, Twitter, etc. - review and be consistent
- Develop a **business-like approach** to your job search activities - - -
 - Spend **20 – 40 hours a week** actively working your **search plan**
 - Prepare an **“elevator speech”** – a few sentences of what you can do and why you should be considered
 - Select and prepare your **interview outfit**
 - Prepare for telephone and video interviews
 - Prepare a general set of job interview notes, including **questions to ask**
- **Prepare for interviews** – company specific notes, résumé, references, dress, time, transportation, babysitting, your grooming and dress, etc.
- Develop a **financial plan** - prioritize spending, consider a part time job, seek assistance, if needed
- **Register** with local temp and recruiting agencies, Alabama Career Center, AIDT (Alabama Industrial Training Agency), etc. (AIDT is the hiring and screening agency for Polaris, Remington, Toyota and others)
- Take **special training**, if appropriate – technical, re-certification, special courses, etc.
- **Volunteer** – to keep your skills current and to **Network!**

St. Joseph the Worker Job Networking Club (see our web site at: www.sjwjobclub.org) is non-denominational and meets at St. John’s Catholic Church, Hughes Road, Madison each Tuesday from 12:30 to 2 PM (no cost to participate)