

Job Search Plan

Name _____ Date _____

Your job search plan should give you a good idea of what you will be doing in the next few days to jump start your job search.

List three transferable skills / communication skills you've gained expertise in over the past few years:

1. _____
2. _____
3. _____

Write a STAR story for one of your transferable skills:

S = Skill _____
 T = Task _____
 A = Action _____
 R = Result _____

List 4 types of jobs or industries that use your transferable skills that you would like to research:

- | | |
|----------|----------|
| 1. _____ | 3. _____ |
| 2. _____ | 4. _____ |

Employment Challenges are real or perceived barriers to employment. It is common to have an issue or two in your work history. To lessen the concern that employers may have about us, the process is to: **1). State your issue; 2). Consider it from the employer's point of view; 3). Think of ways to diminish any concerns:**

The Issue	Employer's Objection	What we can do or say to diminish it:

People who quickly find employment use a variety of methods to locate job vacancies. Name two specific methods to locate job vacancies:

1. _____
2. _____

What are the main requirements for your next job?

My Requirements	What I'm NOT willing to do

What do you need help with to succeed in your job search? Check each of the options that apply:

<input type="checkbox"/> Resume and Master Application	<input type="checkbox"/> Interview Coaching
<input type="checkbox"/> Computer skills/ training	<input type="checkbox"/> Job Search skills / job leads
<input type="checkbox"/> Background issues/ Bond information	<input type="checkbox"/> Other: _____

NOTE: Please turn this Plan in to your Case Manager.