

Get The Job You Want, Even When No One's Hiring

Your Job Search Survival Toolkit

Weekly Job Search Activity Form Instructions

The Weekly Job Search Activity Form is a time management and activity measurement tool that is designed to focus your work, keep you on track, and increase your momentum.

Looking at your progress on this form will show exactly “where you stand” on each of the critical job search behaviors, and allow you to continually improve your productivity from week-to-week. The more concentrated hours you put-in each day and each week, the faster you will reach your career goal.

Below, you'll find a list of the activities you should be tracking and recording on this form, along with definitions of each one. At the end of each day and each week, add-up your totals in hours. Feel free to make photocopies of this form, to log all of your job search activities.

Research – Information gathering on industries and companies, done on the web, at the library, from databases, the business section of newspapers and magazines, local publications, specific employer web sites, annual reports, press releases

Career Development – Attending industry seminars, job search workshops, meetings with your career coach, continuing education classes, pursuing certifications and accreditations

One-on-one Networking –Meetings with new contacts, former colleagues, professional friends, centers of influence, connectors, and referral sources – often over coffee or a meal, or at the other person's office

Group Networking – Business card exchanges, chamber of commerce events, trade association meetings, professional conferences, networking clubs, job seeker mixers, job fairs

Responses to Ads/Postings – Research, filter, and select a small number of online and offline classified or “help wanted” advertisements to respond to each week

Letters/E-Mails – All outgoing correspondence via e-mail or “snail mail,” excluding responses to job search ads and postings

Contact with Recruiters – Phone and in-person contact with executive recruiters, search firms, employment agencies

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Contact with Employers – Phone and in-person contact with targeted employers, including hiring managers, other decision-makers and human resources

Job Interviews – Meetings and phone calls to discuss open positions for which you are an active candidate, including individual and group interviews

Job Offers – Meetings and phone calls to receive actual job offers, including negotiating and finalizing all the details

Administration – Buying office supplies, organizing work space, making folders, setting-up databases, filing papers, updating your schedule, following-up on project details