

**LEE HECHT
HARRISON**

***Effectively Managing
Your Job Search Effort***

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MILESTONE 1

Survey Your Professional Environment

PURPOSE:

- . . . understand overall “marketplace”
- . . . know the trends

READY TO MOVE ON WHEN:

- . . . summarize the status of your profession and industry
- . . . identify key trends and how they will affect your search goals

MILESTONE 2

Determine Your Professional Objective

PURPOSE:

- . . . gives direction/provides focus
- . . . sets tone for resume/cover letters/networking
- . . . prioritizes efforts

READY TO MOVE ON WHEN:

- . . . can clearly state your objective. . . the next job you want
- . . . are comfortable/confident knowing “why you would be good at it . . .”

JOB SEARCH ASSESSMENTS: TWO PRONGED APPROACH

MARKET ASSESSMENT

- Industries
- Professions
- Position Reqmt's:
- Skills
- Experience
- Training
- Education
- Licenses
- Certifications
- Etc.

SELF ASSESSMENT

- Skills
- Accomplishments
- Personal Characteristics
- Interests
- Vision
- Values
- Experience, Training, Education

MILESTONE 3

Create Your Communications Strategy and Resume

PURPOSE:

- . . . ensures your communications (written and verbal) convey how your background, experience and expertise support your ability to achieve your professional objective

READY TO MOVE ON WHEN:

- . . . can communicate a clear and effective message that is appropriate to your professional objective and appealing to your target market

MILESTONE 4

Define Your Target Market

PURPOSE:

- . . . enables you to focus on specific organizations
- . . . ensures that you waste little time/effort

READY TO MOVE ON WHEN:

- . . . have clearly defined specific criteria for next potential employer
 - industry
 - size
 - geography

MILESTONE 5

Gather Marketplace Information

PURPOSE:

- . . . acquire information about your target organization to ensure you can relate “what you bring to the table” (your Self Assessment) to their needs

READY TO MOVE ON WHEN:

- . . . have the means of acquiring a continual flow of information about your profession and target market

MILESTONE 6

Get Your Message Out

PURPOSE:

. . . sharing information/“networking” to:

- get the word out
- get advice/counsel
- get referrals (# 1 reason)

READY TO MOVE ON WHEN:

. . . are having 20 to 30 search-related conversations/week

MILESTONE 7

Talk with Hiring Managers

PURPOSE:

- . . . having discussions to uncover the right opportunity with those who are in positions to offer you the job

READY TO MOVE ON WHEN:

- . . . having meaningful conversations with two hiring managers/week

MILESTONE 8

Consider Other Methods of Search

PURPOSE:

- . . . ensure effective employment of all search avenues
 - Agencies
 - Internet
 - Ads
 - Job Fairs

READY TO MOVE ON WHEN:

- . . . are responding to appropriate ads
- . . . being sent on interviews

Job Search Productivity . . .

A Numbers Game

- Hours
- Networking Contacts
- Letters

MILESTONE 9

Interview, Cultivate Offers and Negotiate

PURPOSE:

- . . . position your skills, background and talent as a solution to the challenges faced by your target organizations

READY TO MOVE ON WHEN:

- . . . have located, negotiated and accepted the position you want