

## Ask, Self-Recruiter<sup>®</sup> Blog Guide to Organizing Your Job Search

Once you have decided to look for a New Job (or if it's been decided for you), you need to Manage Your Job Search, just like any other project.

Be sure to do the self-assessments recommended, as a new Self-Recruiter<sup>®</sup>, when preparing your resume and other promotional materials in order to improve your odds of getting seen over the other candidates that you are competing against.

Managing Your Job Search is easier than you think, if you set proper goals and utilize a system to make your activities more effective. Assuming that you have completed your Reality Check(s) (\*pages 9 & 10), Resume Renovation (\*pages 21-29) and prepared your Best 25 Seconds (\*page 46), you are likely ready to begin the process of networking, control and outreach that is part of an effective Job Search Plan.

Utilize the forms for the Self-Recruiter<sup>®</sup> program that are available as free downloads on the SelfRecruiter.com website.

Begin by Establishing the Goals for Your Job Search activities:

### 1. Form: **Job Search Activity Goals & Master Tracking Sheet**

This is where you begin to control your Job Search process by creating tangible weekly goals for your efforts (\*page 58). Tracking those goals will allow you to be honest with yourself and keep you motivated to move onto the next activity for your day, rather than just 'waiting for someone to call you'. The goals you set are for weekly activities like: the number of companies you will contact; the emails sent to hiring managers and HR contacts; your number and type of calls to hiring managers & HR contacts; and the resulting number of meaningful conversations which result from those efforts. This form allows you to track and assess those activities over the course of an eight week period at-a-glance. It gets more difficult not to achieve your goals, when you have to face them on paper and review them each Friday in order to assess successes and missed opportunities (\*page 59).

### 2. Form: **Networking Strategy Sheet Tracking**

Crucial to success in your Job Search is your ability to make the most of your networking activities. That's much more than just emailing your friends and contacts and saying, "I'm looking for a job." You need to track every outreach, message, and linking-activity with your networking contacts. Be sure you understand how to utilize LinkedIn, Facebook and others (\*page 37), as well as understanding the dangers and pitfalls in utilizing the Internet in a way that does not help you (\*pages 37, 39).

### 3. Form: **Resumes Sent Activity Tracking Sheet**

These days, many people looking for their next career move spend way too much time 'clicking & sending', rather than getting their resume in front of the right individual. What will you do when that right next position gets advertised on a Job Board and you are competing with thousands of resumes flooding into an HR email box (\*page 45-46)? Be sure to set your 'next steps' and develop your plan of 'attack' (\*page 56).

### 4. Form: **30 Second Calling Script**

Ever wonder why others seem to bypass that ever-expanding waiting line in the Human Resources department faster than those speed-pass lines for Walt Disney World's most popular rides (\*pages 50-53)? Just 'clicking & sending' will not get you hired very fast these days. You need to change the rules and reach out to the 'Boss' (\*page 53). This form will assist you in developing your script of what to say.

### 5. Form: **Calling Strategy Sheet - Company Tracking**

Without a strategy for your outreach and calls, you will not likely like your results (\*page 56). This form helps you set goals for each outreach, as well as next steps. Only then can your messaging build 'brand value', Yours!

## 6. Form: **Interview Strategy Sheet - Opportunity Tracking**

Strategy at every step is required to maximize your effectiveness. You put so much effort into getting the interview, how will you beat the other candidates that you are competing against (candidates that you do not get to see or evaluate) (\*pages 60-80)? Utilize this form with your strategy to be sure you have a better chance for success.

## 7. Form: **Self-Recruiter® Tools Checklist**

This 36-point checklist will help you avoid many of the risks that can hurt your chances for success (\*pages 87-92).

**Remember, there's lots more to making your Job Search more effective.**

- Be sure to send your resume in the right file format, and that may not be in the format they asked for (**Don't send a Word format!**). (\*page 42)
  - Be ready to **Build Chemistry with Anyone!** (\*page 61)
  - **Don't Talk About Money!** (\*page 70)
  - Make sure that you understand **The Unwelcome Truth**, or you could get an offer that is too low! (\*page 73)
  - Understand how your **Thank You Notes Can Solve Your Problems in Advance!** (\*page 65)
  - Why you need to, and how to **Be Ready to Accept an Offer On The Spot!** (\*page 80)
  - What to do and how to **Get Over it! -after a layoff.** (\*page 9)
  - How to **Prepare for the Unexpected** (\*page 68)
- and be sure to review:
- The **(Secret) Truth About Recruiters** (\*page 11)

**All Forms are FREE Downloads at SelfRecruiter.com**

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### Self-Recruiter® Changing the Rules: How to Be Your Own Recruiter & Ride the Economic Crisis to Your Next Career Challenge.

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As an industry manager, executive recruiter, recruiting & sales trainer, event speaker, and as VP of a nationwide system of recruitment offices, I have seen most every aspect of the hiring process and this varied insight is what provides the clarity you will find in this book.

In these times, you really need to be your own specialist, your own career counselor, and your own recruiter: a Self-Recruiter.

And I'll teach you how.

You'll learn how to get your resume noticed and get that next interview. How to reach out directly to hiring managers and how to beat the other candidates that you are competing against. You'll learn how to build chemistry with anyone you meet. You'll learn how to negotiate a better offer with a better salary. I'll teach you how to avoid common traps in the Human Resources department. How to utilize the Internet resources available to you. How to plan for the unexpected and I'll teach you how to plan, set goals, and manage your job search.

**This Step-By-Step Guide Includes  
How to use the  
Secrets of Executive Recruiters!**

**Get Moving Now &  
Take Back Control**

**Book & Audiobook  
Available at SelfRecruiter.com  
and at Amazon.com & Target.com**

- How to **Get Your Resume Noticed**
- How to **Get that Next Interview**
- How to **Reach Out Directly to a Potential Hiring Manager**
- How to **Build Chemistry** with an Interviewer
- How to **Beat the Other Candidates** during Your Interview Process
- How to **Stay in Control** of Your Interview Process
- How to **Negotiate a Better Salary** and Benefits
- How to **Avoid Traps in Human Resources**
- How to **Utilize Internet Resources** Available to You
- How to **Plan, Set Goals, & Manage** Your Job Search
- How to **Prepare for the Unexpected**

Job Titles I'm  
Looking for:

Start Date of Plan:

 /  / 

Self Review  
of  
Self-Recruiter  
Tools

Florescent-lighting test  
(P. 9)

Image-Mind Control  
(P. 18)

Resume Definition  
(P. 21)

Resume Goals  
(P. 23)

Understanding Stacks  
(P. 23)

3 to 5 Seconds  
(P. 24)

3 Second Test  
(P. 25)

Work Pedigree  
(P. 27)

3 Keys to Value  
(P. 28)

.EDU Review  
(P. 29)

Resume Design  
(P. 32)

'Sales' Brochures  
(P. 37)

Applicant Tracking Systems  
(P. 39)

PDF  
(P. 41)

A Word Please  
(P. 42)

Best 25 Seconds of Your Life  
(P. 46)

Elevator Test  
(P. 49)

25 Second Role-Play  
(P. 51)

Whom to Call  
(P. 53)

Applying without Submitting  
(P. 55)

Plan for Value  
(P. 56)

Manage Your Project  
(P. 58)

Goal Setting  
(P. 59)

Get Ready for the Interview  
(P. 60)

Building Chemistry  
(P. 61)

Chemistry Role-Play  
(P. 63)

About that Thank You Note  
(P. 65)

The Key Post-Interview Question  
(P. 66)

Planning for the Unexpected  
(P. 68)

Getting the Best Offer  
(P. 70)

The HR Question to Avoid  
(P. 72)

The Unwelcome Truth  
(P. 73)

If You Don't Ask  
(P. 76)

Timing to Win  
(P. 80)

Getting Motivated for Your Search  
(P. 87)

Downloaded Self-Recruiter Forms?





**Job Titles I'm  
Looking for:**

**Start Date of Plan:**

/      /

**Self Review  
of Plan (Every Friday):**

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8
# of Companies contacted this week:	<input type="text"/>							
# of Emails (outbound):	<input type="text"/>							
# of Calls (outbound):	<input type="text"/>							
# of Calls to Managers:	<input type="text"/>							
# of Calls to HR:	<input type="text"/>							
# of Meaningful Conversations:	<input type="text"/>							
Rate Your Efforts / Week's Results: <small>( 1-10 Rating )</small>	<input type="text"/>							

**My  
Job Search  
Weekly  
Goals  
Are:**

**# of Companies I will contact:**

**# of Emails (outbound to Managers. or HR):**

**# of Calls (Total outbound):**

**# of Calls to Managers:**

**# of Calls to HR:**

**# of Meaningful Conversations:**







