

| Finding THE job |

Description of activities and preparation and evaluation forms that I will use the next 3 weeks. Then I will evaluate the strategy and how it is helping my search.

Feb 20th, 2003

| How I most likely will find THE job | Prioritizing the activities |

After thinking about how I most likely will find THE job, I have prioritized the job search methods.

Method		% time to spend
1. Through personal contacts I make at events	This is how I got both of the interviews I have had here...	50% (+/- travel time)
2. Recruiter	If I am able to find some that are willing to work with me	Not sure yet
3. Contract work /Temping	I am not sure if this is something I would like to do yet, maybe at a later stage when I am less optimistic	N / A (see below)
4. Informational Interviews	Contacting companies I am interested in	10 %
5. Responding to job postings w/ a contact there	This means that whenever I see a job posted I am interested in, then I should see if I can get a contact there somehow.	Can be time consuming or incl. at lot of waiting?
6. Responding to job postings with no contacts	I have very little belief in this tactic, but you never know and this does not need to take a lot of time.	10%

In addition, all of these activities require research of events, companies and people. This will also need a considerable amount of time. (approx. 25%).

In addition, I am dedicated to spending time on the "paper work" that will allow me to prepare and evaluate what I do.

| Weekly Plan | Overview of job hunting activities the job search methods require |

JOB HUNTING ACTIVITIES	
Go to Events	Going to events, incl. Preparation & Follow up
Look for job postings	Finding & Responding to job postings
"Market Research"	Staying up to date & Learning about companies in the area
Follow up	Follow up previous contacts – continuously!!!
Informational Interviews	Call people that I find interesting and ask them about what they do and how they got to where they are now. Identify people through "Market Research"
Look for contacts for a specific job posting	This means that I have to be more self-confident. I need to use my network, not worry about what people may think or what a receptionist may say. BE PERSISTENT!
Applying to job postings	This is something I should be doing, even though it isn't necessarily very effective.
Contact recruiters	This is something I know little about yet, but I think there is potential here
Temp /Contract work	I don't think this is something I want to pursue at this point (maybe later if the search isn't going too well.

| Activity Details | What does each activity mean and what is the purpose |

EVENTS Objective: To get personal contacts and find job leads 		
4 Relevant events per week	Relevant means that I need to prioritize those where I believe I can get relevant leads	Few job seekers My professional area Chance to learn something that I can use to get other leads
3 good leads per event	A good lead means anyone that have expressed interest or seem to have contacts somewhere else.	
15 good leads per week (total)	In addition to the leads I get at events, I should try to get leads elsewhere too. Therefore a higher total	
2 people researched before	Minimum speakers and person in charge of the event. This will make it easier for me in conversations	
Follow up next day	All leads (good and bad) to be followed up the next day.	Always make a request or remind them of what I am looking for.

CONTINUOUS FOLLOW UP Objective: Keep the leads hot 		
Call	I need to start calling people instead of sending emails. Dialogue and getting to know each other can be useful for me	
Thank you- cards	Something different.	
Email	This takes less time, but is probably the least efficient.	
Schedule when to make next contact	Use calendar in Outlook to schedule when I need to contact a person next time to keep the contact "warm"	
Creative	I should try and be creative in how I stay in touch – send articles, cards, links etc.	

INFORMATIONAL INTERVIEWS Objective: Make contacts + learn what it takes		
1 interview per week	At least one interview per week	
3 hours a week to research of people and companies	I first need to find out who to target and to get their contact info	It probably isn't too important in the beginning who I speak with – more important to get started!
Design min 5 questions	I need to know what I want to ask about.	
Presentation 2 min of myself	I need to prepare how I present myself to them	
Immediate Follow up	Thank + follow up leads	
Never forget	to ask about other people it could be good for me to talk to!	

LOOK FOR JOB POSTINGS Objective: To find available jobs		
3 hours of company research every week	Visiting websites of companies I have heard of since last week.	Other purpose: to find people I can contact for informational interviews
4 blind applications per week	These are probably a waste of time, but I just never know...	
Find contact for 1 of these	Pick one job every week that I will try to get a contact for.	See own form for this

| EVENT FORM | Before, during and after an event |

Organizer Title of Event Date & Place
FILL OUT BEFORE:
INTERESTING PEOPLE that will be there:
PURPOSE OF GOING:
OBJECTIVES: - Make 3 good contacts - -
RESEARCH BEFORE I GO:

FOLLOW UP:	
CONTACTS MADE:	
NAME	
Email	
Phone	
Company:	
Hints:	
Follow up:	
NAME	
Email	
Phone	
Company:	
Hints:	
Follow up:	

NAME		
Email		
Phone		
Company:		
Hints:		
Follow up:		
NAME		
Email		
Phone		
Company:		
Hints:		
Follow up:		

THINGS I LEARNED:

WHAT I SHOULD HAVE DONE DIFFERENTLY:

| INFORMATIONAL INTERVIEWS | Make contacts + learn what it takes... |

Company Name Title 		
Date started:	Date contacted:	Date interviewed:

PREPARATION:
HOW I FOUND THIS PERSON:
WHY I WANT TO TALK TO HIM/HER:
WHAT DO I KNOW ABOUT HER/HIM:
WHAT I KNOW ABOUT HIS/HER JOB:
WHAT I SAY FIRST TIME I CALL TO MAKE AN APPOINTMENT:

QUESTIONS I WANT TO ASK:

1) .

2) .

Use his/her name

3) .

Smile!

4) .

"Your company is very lucky to have you."

5) .

6) Do you know of anyone else I could benefit from talking to?

"Thank you! I really enjoyed talking to you"

FOLLOW UP:

Did I say I would follow up in any particular way?:

Did the person say he/she would follow up in any particular way?:

HOW HAVE I FOLLOWED UP?

WHAT CONTACTS DID I GET FROM THIS?

THINGS I LEARNED

WHAT I WILL DO DIFFERENTLY NEXT TIME

| GETTING A CONTACT | When I want a job but don't know anyone there... |

Company Job Title 		
Date started 	Date contacted 	Date application sent
Job Details 		
Why I am a good candidate for this position 		

ACTIVITIES:	
	Email my existing contacts and asking if they know someone at this company
	Calling up the company and asking for the name of the Head of the Department
	Asking the receptionist about how the hiring process is in that company
	Posting on email lists I am on to ask if someone has any contacts at that company
WHO HAVE I CONTACTED:	
NOTES:	