Get Your Job Search on Track®

Congratulations on launching your job search! The beginning of the academic year is a great time to get your job search into high gear and make the most of the job opportunities that are out there. So, dust off your resume and use these four steps to get your job search off to a good start.

1. Clear Your Workspace
Before you embark on your job search, take a quick look around you. A clear workspace energizes you and makes it easier to concentrate. So clear enough space to be able to sit and compose your thoughts. If necessary, take yourself out to a clean, quiet spot, such as your local library or a job club.

2. Focus Your Job Search
If you know where you are headed, you can focus on getting there and spending your energy on productive activities. Use achievable goals to help you remember your priorities and stay on track throughout your job search. First set a long term goal for your job search. Then set smaller goals that you can work on each day to get to your job search goal. Include job search activities, such as working on your resume, networking, finding job leads, skill training, interviewing, and determining your career path. Remember that you’ve got a life outside of your job search. So, set goals in personal areas, such as personal growth, finances, health, and relationships.

Make sure that your goals are within your reach by asking yourself if they are:
- Specific and measurable
- Within your power to achieve
- Realistic
- Important
- Timely
- Positive
- Gratifying to you.

For example, ‘Email resumes to 15 companies by the end of the day’ is an achievable goal, based on these standards. On the other hand, ‘Stop blowing interview questions’ is not.

3. Choose a Starting Point
Now, where do you start? Take the first step in the right direction by selecting a single area of your job search as a starting point. Use your daily job search goals to guide your decision. Decide which area of your job search is the most important and select the goal you’ll tackle first. As you do so, keep in mind that it is more effective to start with smaller tasks that are stepping stones to larger tasks. Here are some examples:
- Make your resume come alive
- Look for jobs that you really love in a single area
- Make a list of people who would be glad to hear from you and would love to help
- Write out strong answers for interview questions

4. Get the Ball Rolling
Now is the time to take action -- any action. Build your sense of success by completing one daily goal every day. When you achieve a goal, check it off your list and reward yourself for this accomplishment. You’ll soon find that your motivation increases and your job search gains momentum. Before you know it, you’ll be on your way to job search success.

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