

Job Search Toolkit

NETWORKING... 33% success rate

VISITING BUSINESSES... 47% success rate

CALLING EMPLOYERS... 67% success rate

GROUP ACTIVITIES... 84% Success rate



Source: "What Color is Your Parachute" by Richard Bolles

Job Search Success Club, a group activity, is your key to job search success!

**We provide:
the training, materials, resources, support, and expertise.**

**You provide:
the motivation!**

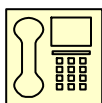




Job Search Toolkit

The toolkit is full of the information and tools you will need to conduct a successful job search.

Whether you use the entire toolkit or specific sections is up to you and the individual that provided the toolkit to you. If you have questions or are having trouble, do not hesitate to call for help.



Call _____ at _____



You will want to include information specific to your job search in a binder that includes:

Cover Page

Items that will support your employment goal

Employment interest categories

Job contact information

Financial Resources

Planner Schedule

Additional Information to Support Career Plan

*** Additional information may be required to enroll in federally funded programs**



Table of Contents/Toolkit set-up

Organization is a key component of job search success. By having all materials in one place you can quickly find what you need and track where you are in the process. A 3-ring binder is a great place for your toolkit.

Cover Page -This is the information you need to identify yourself and the job/career you are pursuing. An example cover page is presented on page **4**. It should be in the front of your binder.

The six sections of the toolkit are:

Section 1	-	<u>Certificates & Skills</u>	- Page 5
Section 2	-	<u>Job & Career Research</u>	- Page 6
Section 3	-	<u>Job Search Tools</u>	- Page 13
Section 4	-	<u>Financial Resources</u>	- Page 17
Section 5	-	<u>Time Management</u>	- Page 21
Section 6	-	<u>Personal Information</u>	- Page 22

1. Use page dividers to create six sections.
2. Write the name of the section on the tab, **not** the section number (We sometimes forget what a section number refers to).
3. Place your information in the order it is presented in the toolkit. It will make it easier and faster to locate information.

Cover Page



Name

Mailing Address

City, State, and Zip Code

Phone Number

Occupation Desired

E-mail Address

Service Plan Manager



Section 1 – Certificates/Skills



1. Provide evidence of all certificates/licenses/industry credentials, etc., that support your employment objective. Here is a partial list of things to include:

- ☎ High School Diploma or GED (General Equivalency Diploma)
- ☎ Photocopy of any special certifications like First Aid, CPR, C-STOP (Contractor Safety Training/Orientation Program), HAZMAT, etc.
- ☎ All certificates earned after high school that you have from seminars, coursework, workshops, etc.
- ☎ A photocopy of your Driver’s License with any special endorsements, any other industry specific licenses you may hold such as WABO (Washington Association of Building Officials), etc.

If you cannot locate your high school diploma, contact the high school from where you graduated. They should be able to provide a photocopy of your high school transcript, which typically includes your graduation date.

Organizing this information will help you in knowing what and where your qualifications are for any given job/career and be readily available for customizing your resume, and presentation portfolio to use during interviews.



2. Articulating the skills you have that are appropriate for the job/career you are pursuing is important to your job search. The benefits of your skills list are:

- ☎ You will be able to craft a cover letter and resume more easily
- ☎ You will build your confidence when you see the list of all of your skills.
- ☎ You will be able to articulate your skills to employers and networking contacts.


You can create a skills list by going to O*NET Online at <http://online.onetcenter.org>. WorkSource also has two other programs that allow you to print a skills list, Choices CT and WOIS.

We all have three types of skills; Job Specific Skills (the things we did on the job,) Transferable Skills (things you can take to a new job like computer skills,) and Self Management Skills (things like delegate, organized, etc...) List your skills below:


- | | | |
|----------|-----------|-----------|
| 1. _____ | 8. _____ | 15. _____ |
| 2. _____ | 9. _____ | 16. _____ |
| 3. _____ | 10. _____ | 17. _____ |
| 4. _____ | 11. _____ | 18. _____ |
| 5. _____ | 12. _____ | 19. _____ |
| 6. _____ | 13. _____ | 20. _____ |




Section 2 – Job/Career Research Tools

-  Complete at least **one** Employment Interest Worksheet (page 8), for the job/career you are interested in. The worksheet will show you how prepared you are for job search in your chosen job/career.

Complete an additional worksheet for each additional job/career for which you gave an interest.


-  Determine what the job outlook is for the job/career you are pursuing. It is best to have a minimum of **two** sources to verify the accuracy of the information you obtain. Two resources are the Demand/Decline list: <http://www.wilma.org/wdclists> (once there, select the third link “**Northwest Washington WDA**”). This site will provide information about the **local** demand for specific jobs in our area. A second resource is Workforce Explorer at <http://www.workforceexplorer.com> . It is a great Internet site with loads of information available, not just for employment. At the home page select “**Careers**” on the menu on the left side of the screen and then select “**Occupation Explorer**” at the top of the right column. You can enter in the name of the job or career you are researching and get information specific to a county or statewide. Select and print the summary report.

-  Gathering data from the Internet sources on this page and the next page will provide you the information to begin to paint a realistic picture about the job/career you are pursuing. The information you are looking for answers the following questions:

- 🔊 What is the short term (two year) and long-term (ten-year) outlook for this profession?
- 🔊 Where are these jobs located in Washington?
- 🔊 What is the starting wage for this job?
- 🔊 What is the average and high wage for this job?
- 🔊 What skills does this job require?
- 🔊 Is this job in demand or decline in this area?
- 🔊 If the occupation is in decline in this area, is it in demand in another area?
- 🔊 What certifications and or licenses are required for this job?
- 🔊 Do I have the skills necessary to do this job?
- 🔊 What do employers look for when hiring for this type of work?
- 🔊 What related occupations use the same skills that may be of interest to me?

Armed with the information you can begin to construct a job search plan that includes the development of a resume and cover letter specific to the job/career you have an interest.

With the information you can answer questions like “What do you think you should get paid for this job?”

4.  Occupational information and Labor Market Information (LMI) can be obtained through library research, business journals (The Bellingham Business Journal), magazines (Business Pulse), newspaper classifieds and Internet searches. Here's a partial list of Internet resources:

WorkSource:

<http://www.go2worksource.com>

America's Career InfoNet:

<http://www.acinet.org/acinet>

Washington State Career Guide:

<http://www.wa.gov/careerguide>

Washington State Labor Market Information:

<http://www.wa.gov/esd/lmea>

Workforce Explorer:


<http://www.workforceexplorer.com/>


Area Wage and Salary Survey:

<http://www.wa.gov/esd/lmea/labrmrkt/byarea.htm>

Occupational Outlook Handbook:

<http://www.wa.gov/esd/lmea/pubs/occ/outlook.htm>


5.  **Informational Interviews*** are a great way to obtain information about the job/career you are interested in. Conduct at least **two** Informational Interviews with individuals performing the type of work that you intend to do. Use the Employee Informational Interview Worksheets on pages 9 and 10 as a guide.

6.  Conduct at least **two** Employer Informational Interviews. Use the Employer Informational Interview Worksheet on pages 11 and 12 as a guide. An employer informational interview will provide you with specific information about what an employer looks for in hiring a new person in that job/career.

★ Informational Interviews are great ways to expand your network of contacts and gather specific information, do not limit yourself to the minimums. You may uncover a job lead or two.

Informational Interviews should be no longer than 20 minutes in length and should not be a hidden request for a job. This will sour the interviewee on having further interactions with you because they will most likely feel misled.

TIP – To learn more about Informational Interviews use the web! Go to www.google.com and type in, “Informational Interview Tutorials.”

7.  Write a Personal statement concerning observations of your own abilities demonstrated through hobbies, community activities, or other background/experience.

Employment Interest Checklist

Name: _____

Date: _____

Occupation of interest: _____

Years Applied Experience: _____ *(includes volunteer time)*

Years Formal Education: _____ *(accumulative time)*

Degree/Certificate: _____ No Yes *(Year)* _____

Industry Credentials _____ No Yes *(required)*

_____ No Yes *(obtained)*

_____ List Items (WABO/CDL, etc.)

Resume appropriate for occupation No Yes *(included)*

ONET Skills print for occupation No Yes *(included)*

Cover Letter No Yes *(included)*

Letter of Recommendation(s) No Yes *(included)*

Reference List No Yes *(included)*

LMI supporting Wage/Outlook No Yes *(included)*
(can be printed from WOIS/Workforce Explorer, etc)

Informational Interview No Yes *(included)*

Employer Interview No Yes *(included)*



EMPLOYEE INFORMATIONAL INTERVIEW WORKSHEET

An informational interview provides an opportunity for you to visit a place of business that interests you and allows you to talk to people in that career interest area. This worksheet is useful in assisting you to obtain answers to questions. Ask the ten questions listed, and then select five more from the attached list of questions, and ask them.

Name of Individual: _____

Address: _____ City: _____

Contact Person: _____ Phone Number: _____

Job Title: _____ Date of interview: _____

1. What do you do in a typical day? _____

2. What skills and personal characteristics do you need to do this job?

3. How long have you worked in this occupation? _____

4. What is the rate of pay for entry-level workers? _____

5. What are the "normal" work hours/days? _____

6. What is the outlook for work in the area? _____

7. Is the industry growing/declining? _____

8. How many people have been hired in the last six months? _____

9. How many people have been hired in the last twelve months? _____

10. What are the chances for promotion? _____

11. _____

12. _____

13. _____

14. _____

15. _____

EMPLOYEE ADDITIONAL INTERVIEW QUESTIONS

Select five additional questions you feel are most appropriate for your situation. Please be thorough! This is your opportunity to learn about the occupation, the company, and the work done there. You can ask more than five questions if you want more information.

1. What are the common duties connected with this occupation?
2. What are the most interesting aspects of your job?
3. What part of your work do you consider dull or repetitious? What percentage of your time do you devote to this?
4. Do you like the working conditions?
5. What would you like to change about your job?
6. What are the disadvantages of this occupation?
7. What do you find satisfying about your job?
8. Do you work on your own or as part of a team?
9. What are the different positions in your organization?
10. Does the company offer opportunities for advancement? What are they?
11. How long does it usually take to move from one-step to the next in this career?
12. What is the step above the one you have now?
13. What is the top position you can have in this career?
14. Are there other areas of this field to which people in it may be transferred? What are they?
15. What are the basic pre-requisites (mental/physical) for jobs in this field?
16. Are there any specific courses a student might take that would be particularly beneficial in this field?
17. What types of training programs does this company offer to persons entering this field?
18. What are the hiring procedures?
19. What is the peak hiring season?
20. How did you get into this line of work? Where did you get your training?
21. What special qualifications does this company look for when hiring?
22. What is the best way to conduct a job search in this occupation?
23. Could you give me the names of other people in the industry that might consider talking to me? May I use your name when contacting them?
24. Is there anything else you feel I should know about this occupation?





EMPLOYER INFORMATIONAL INTERVIEW WORKSHEET

An employer informational interview provides an opportunity for you to visit a place of business that interests you and allows you to talk to the owner or a manager/supervisor in that business. Ask the four questions listed and then ask six questions from the attached list that you feel are most appropriate for your situation. You should be sure to be thorough.

Business Name: _____

Address: _____ City: _____

Contact Person: _____ Phone Number: _____

Job Title: _____ Date: _____

1. Does this job have any special requirements such as travel, shift work, special licenses, etc.? _____

2. What qualifications, skills, and personal characteristics do you seek in the ideal candidate? _____

3. How many openings do you anticipate in the next year? _____
4. How many applicants do you anticipate per opening? _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

EMPLOYER INFORMATIONAL INTERVIEW QUESTIONS

Select six additional questions you feel are most appropriate for your situation. Please be thorough! This is your opportunity to learn about the company and the work done there. You can ask more than six questions if you want more information.

1. How did you get into this line of work?
2. What do you like most about it?
3. What do you like least about it?
4. How has what you do changed over the years (time)?
5. What is the most important attribute or skill needed for this field?
6. Out of all the various positions within your organization, which do you feel is the most vital? Most interesting?
7. How did you know this was the business for you?
8. What other careers/fields use the same skills as this one? What other businesses are related to this one?
9. How many people are employed here?
10. What changes do you see for this field/business in the near future? In the next five years?
11. Is technology affecting the way you do business? If so, how?
12. What advice would you give someone that wanted to work in this field?
13. Do you know anyone else I can talk to about this field/business?
14. Which do you think is more valuable for a prospective employee to have for this field/business, field experience, on-the-job training, or college training? Why and how much?
15. Will you accept related experience in place of education?





Section 3 – Job Search Tools



1. Networking is the key to finding the “hidden job market.” Some estimate that as many as 80% of all jobs are not posted in newspapers or Internet job sites. The two best ways to find job leads are:
 - ☎ Directly contacting the hiring authority, either face to face or by telephone.
 - ☎ Using your referral network of friends, relatives, neighbors, and acquaintances.
2. The first rule of Networking according, to Richard Gaither is, “Everyone knows someone...who knows someone else...who knows someone else...who knows...”
3. Networking is connecting with people that can help your job search. The **Networking Wheel** on page 14 puts you in the middle and expands out to all the people you meet. It is actually your personal job search database. The partial list below is from “The Wizard of Work” by Richard Gaither and includes:

Personal Contacts	
* Friends	* Neighbors
* Relatives	* Creditors
* Social club members	* Fraternity/sorority brothers/sisters
* Teammates	* Former classmates
* Convention participants	* Health care providers

Work contacts	
* Coworkers	* Vendors
* Subcontractors	* Customers
* Competitors	* Travel contacts

Acquaintances	
* Political contacts	* Religious contacts
* Teachers	* Placement staff
* Grocers	* Mechanics
* Insurance representatives	* Professional group members
* Anyone in sales	* Volunteer members

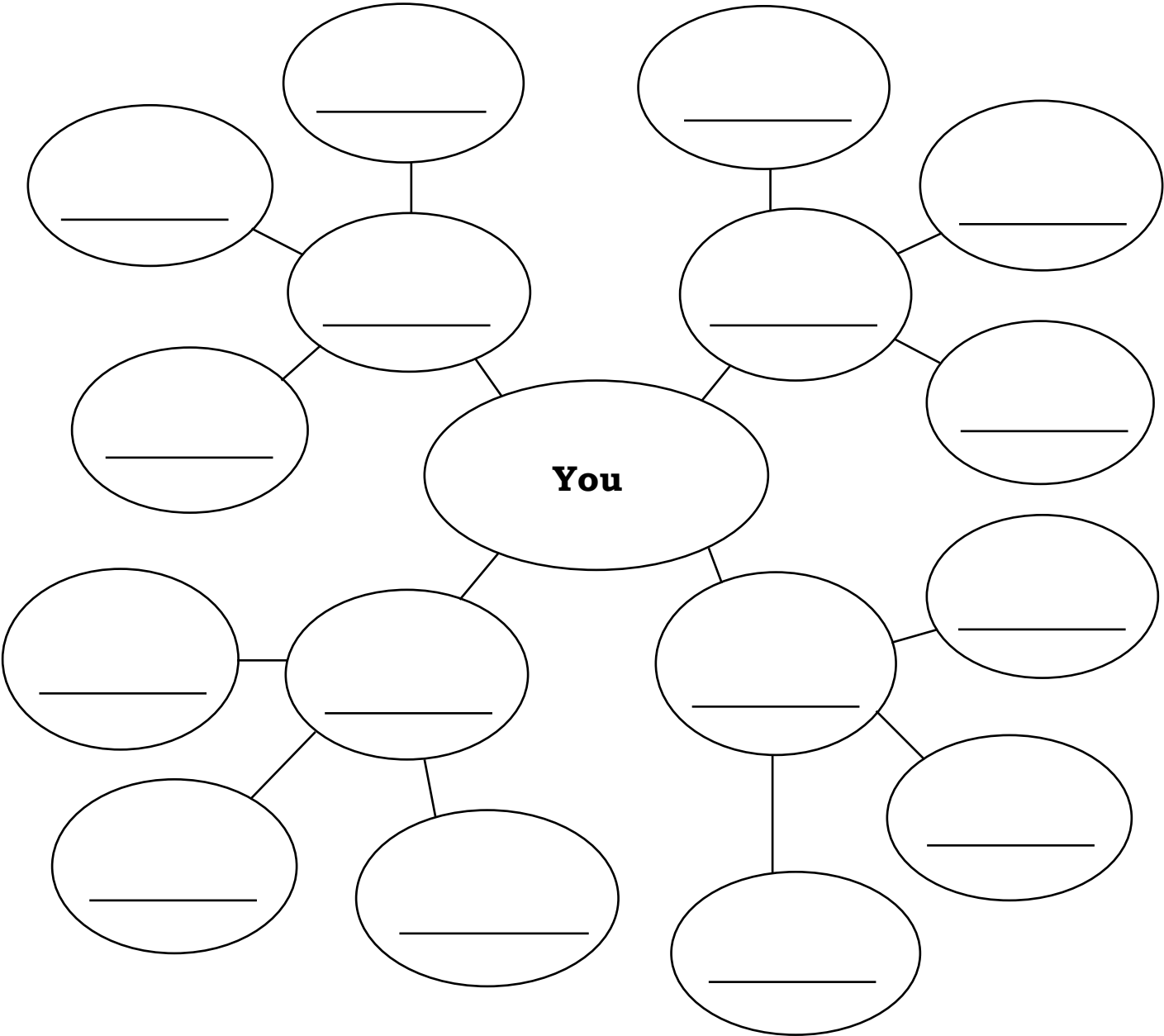


4. Organization is an integral part of a successful job search. Tracking the various parts of your job search is important to avoid missing job opportunities. The **Job Search Log**, provided on pages 15 and 16, provides you a way to keep things straight to avoid potential embarrassment or worse, a missed opportunity.



5. WorkSource provides an excellent series of workshops known as the “**Job Hunter Pro**” series. Statistics show that those job seekers that attend these workshops find work faster than those who do not. The Job Hunter Workshop Participation Record is a way for you to keep track of workshops you have attended (you should attend them all).

NETWORKING WHEEL



Add the people you know and their phone numbers. Then add the people you contact that were referred to you by the people you know and then the people they referred you to and so on. You should contact everyone in your network once a month while in job search to let him or her know you are still looking for employment. A short phone call will do.

Job Search Log

Name: _____

Phone: _____

Address: _____
(Street, City, State, and Zip Code)

E-mail Address: _____

Weekly Follow-up

Start Date: ___/___/___	End Date: ___/___/___
--------------------------------	------------------------------

<i>APPLICATIONS, RESUMES AND COVER LETTERS SENT</i>				
--	--	--	--	--

Date	Employer/Address	Contact Person	Results	Follow up date

<i>EMPLOYERS CONTACTED/INFORMATIONAL INTERVIEWS</i>				
--	--	--	--	--

Date	Employer/Address	Contact Person	Results	Follow up date

NOTES: _____

INTERVIEWS ATTENDED				
Date	Employer/Address	Contact Person	Results	Follow up date

NETWORKING CONTACTS				
Date	Employer/Address	Contact Person	Results	Follow up date

FOLLOW-UPS on last weeks contacts				
Date	Employer/Address	Contact Person	Results	Follow up date

NOTES: _____

Section 4 – Financial Resources



1. The first step to budgeting is to determine how long your severance payments, Unemployment Insurance, and any other income will last. Page 18 provides a timeline sheet for calculating your UI benefits.



2. Your second step is to determine what your fixed costs, such as rent, car payments, insurance, etc. are. Tracking expenses closely for a month can help you figure out where your money is going. By determining your spending patterns, you can pinpoint solutions for a tighter budget.

3. **The following tips will help you become more financially sound:**

- 👉 **Approach budgeting with a positive attitude.** If you are married, talk it over with your spouse. Your success will require some sacrifice, and that means cooperation from other members of your family.
- 👉 **Determine where you stand.** Create a balance sheet with income on one side and all expenses on the other. Determine what your monthly expenses are. We have provided a Budget Worksheet for you on pages 19 and 20.
- 👉 **Create a budget to help manage your expenses each month.** Keep it simple and practical.
- 👉 **Distinguish between needs and wants.** When times are good we sometimes blur the line between a need and a want. We think we cannot possibly live without “pizza Friday’s” or the newest video game. These are really wants, not needs. When money gets tight, knowing the difference between a need and a want can make a big difference in your ability to be successful in surviving a difficult period in your life. Every time you purchase something, ask yourself, “Is this a need or a want?”
- 👉 **Make a list of luxury purchases you have made, then bite the bullet and cut that list in half.** (Even if you cheat a little, you are moving in the right direction.) If nothing else, postpone all optional major expenditures for the next three months. Example: Eliminate one \$25 dinner out each week. That gives you \$1,300 more in one year! Prioritize your needs and make sure your top priorities are taken care of **before** you spend money on wants/luxuries.
- 👉 **Be frugal creatively!** Find ways to have fun without spending money — a day at the beach versus shopping at the mall, a walk in the park versus going to a movie. Moreover, do not be afraid to shop around for the best price. Make it a game. See how much you can save. Then stick that amount into the "Fun Weekend" jar in the kitchen. (After all, you have to have some fun, right?)

These suggestions are for your consideration and should not be considered legal or financial advice. It is being provided for informational purposes only. Please contact your own advisors for legal, tax, and accounting advice.

UNEMPLOYMENT INSURANCE CALENDAR WORKSHEET

Start Date: _____

End Date: _____

Regular	Start Date (EDC) _____		Original Balance (MBP) \$ _____
	Weekly (WBA) \$ _____		Current Balance (NBA) \$ _____
	# Weeks Available _____		Amount Paid to Date \$ _____
	# of Weeks Paid _____		
	# Weeks Remaining _____		Estimated End Date _____
Other	Start Date _____		Original Balance (MBP) \$ _____
	Weekly (WBA) \$ _____		Current Balance (NBA) \$ _____
	# Weeks Available _____		Amount Paid to Date \$ _____
	# of Weeks Paid _____		
	# Weeks Remaining _____		Estimated End Date _____
	Start Date _____		Original Balance (MBP) \$ _____
	Weekly (WBA) \$ _____		Current Balance (NBA) \$ _____
	# Weeks Available _____		Amount Paid to Date \$ _____
	# of Weeks Paid _____		
	# Weeks Remaining _____		Estimated End Date _____
	Start Date _____		Original Balance (MBP) \$ _____
	Weekly (WBA) \$ _____		Current Balance (NBA) \$ _____
	# Weeks Available _____		Amount Paid to Date \$ _____
	# of Weeks Paid _____		
	# Weeks Remaining _____		Estimated End Date _____

Estimated UI Completion Date _____

Information about your unemployment claim is contained in your Unemployment Claims Kit and online at www.go2ui.com



Section 5 – Time Management

TIPS FOR TIME MANAGEMENT SUCCESS

1. To Do Lists

A "**to do list**" places items in order of importance. One method is the **ABC** list. This list is divided into three sections, A, B, or C. The items placed in the **A**-section are those that need to be completed that day. The items placed in the **B**-section need completion within the week. The **C**-section items are those things that need to be completed within the month. As the B, C items become more pertinent move them up to the A or B list. Try it or come up with your own method, but do it.

Many unexpected events occur every day of our lives. Failure to create a daily task list only increases the likelihood that random events will devour your valuable job search time. Create a daily "**to do list**" to stay on track.

Job search should be approached as your "full-time job." The best way to recharge your batteries is with a focused, high-energy search where you are spending eight hours on your job search, utilizing networking with colleagues, and/or meeting with potential employers each working day.

2. Prioritize tasks wisely

Unproductive tasks include spending excessive time with search firm representatives, reading newspaper classified ads, aimlessly surfing the net and driving around to fill out applications. Organize your job search to spend the bulk of your time engaged in those activities that produce the best results.

Do your tough work early in the day. You will achieve much more and end each day with a real sense of accomplishment.

Poor time and paper management cost you more than just time... They also cost you money, energy, freedom, career advancement potential, respect from peers and superiors.

3. Learn to Prioritize

Prioritizing your responsibilities and engagements is very important. Some people do not know how to prioritize and become procrastinators.

Conclusion

After scheduling becomes a habit, then you can adjust it. It is better to be precise at first. It is easier to find something to do with extra time than to find extra time to do something. Most importantly, make it work for you. A time schedule that is not personalized and honest is not a time schedule at all.

We view Job Search as a full time activity and as such, it requires you to structure your week to allow plenty of time to accomplish all the tasks of a successful job.

Pages 23 through 25 contain some tools to help you get started organizing your job search. Feel free to make additional copies.

Section 6 – Personal Information



Personal Information Worksheet

It is very important that you consider and answer all the questions on this sheet to the best of your ability. We will review each answer; therefore, your answers need to be well thought out. Please answer all questions!

1. Why have you chosen to continue working in this occupation?

2. Do you have a degree, certificate, or license? _____

3. Describe in detail your job search plans:

4. What types of companies or industries will hire you?

5. What did you find to be the average wage for this occupation? \$ _____

6. If these jobs are not available locally, what other types of employment would you seek or would you be willing to relocate? Please explain:

7. How will you support yourself and/or your family while in job search?

8. Do you have children? Yes ___ No ___. If yes, will they require childcare?
Yes ___ No ___. If yes, how will you find care? _____

9. Do you have reliable transportation? Yes ___ No ___

10. Do you live near the bus line? Yes ___ No ___

_____ To _____
Day Day

Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	

Month/Year

Monday	Tuesday	Wednesday	Thursday	Friday

2004

January

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

February

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

March

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April

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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May

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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July

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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August

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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

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					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	