



Ask, Self-Recruiter® 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 Manager Your Job Search, just like any other project.

Be sure to do the self-assessments recommended, as a new Self-Recruiter®, 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® 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 the 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 your 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 your 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 manager your job search.

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

- 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

- Get Moving Now & Take Back Control
- Book & Audiobook Available at SelfRecruiter.com and at Amazon.com & Target.com
- 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

Tools Checklist

Job Titles I'm Looking for:			
Start Date of Plan:	/ /		
Self Review	Florescent-lighting test	Whom to Call [P. 53]	
Self-Recruiter Tools	Image-Mind Control (P. 18)	Applying without Submitting (P. 55)	
	Resume Definition (P. 21)	Plan for Value (P. 56)	
	Resume Goals (P. 23)	Manage Your Project (P. 58)	
	Understanding Stacks (P. 23)	Goal Setting (P. 59)	
	3 to 5 Seconds (P. 24)	Get Ready for the Interview (P. 60)	
	3 Second Test (P. 25)	Building Chemistry (P. 61)	
	Work Pedigree (P. 27)	Chemistry Role-Play (P. 63)	
	3 Keys to Value (P. 28)	About that Thank You Note (P. 65)	
	.EDU Review (P. 29)	The Key Post-Interview Question (P. 66)	
	Resume Design (P. 32)	Planning for the Unexpected (P. 68)	
	'Sales' Brochures (P. 37)	Getting the Best Offer (P. 70)	
	Applicant Tracking Systems (P. 39)	The HR Question to Avoid (P. 72)	
	PDF (P. 41)	The Unwelcome Truth (P. 73)	
	A Word Please (P. 42)	If You Don't Ask (P. 76)	
	Best 25 Seconds of Your Life (P. 46)	Timing to Win (P. 80)	
	Elevator Test (P. 49)	Getting Motivated for Your Search (P. 87)	
	25 Second Role-Play (P. 51)	Downloaded Self-Recruiter Forms?	



Resumes Sent Activity Tracking Sheet

	dir	ect emails to hi	ring managers, s	nail mail) that take	email response to ads, es place ping as an opportunity.
				al for each resume so achieve something	
Date	Sent To (Company)	Sent To (Contact)	By Direct Email / HR System / Mail	Results (Date)	Follow Up Steps?
			Email HR-S Mail		
			Email HR-S Mail		
			Email HR-S Mail		
			Email HR-S Mail		
			Email HR-S Mail		
			Email HR-S Mail		
			Email HR-S Mail		
			Email HR-S Mail		 -
			Email HR-S Mail		
			Email HR-S Mail		



Self-Recruiter[®]: Tools

Networking Strategy Sheet Tracking

Job Opportunity Networking Activity:

On this form, tack **every outreach** (call, message or email) that takes place **between you and a Networking Contact** you may know or uncover.

Be sure to **Note the Strategy / Goal** of each outreach. (without a specific goal, you are less likely to achieve something with this effort)

When Networking, be sure to think of people in your **Rolodex** and **address book**, on social-networking sites, such as **Facebook**, on professional networking sites such as **LinkedIn**, and those that may be in associations you may also be a member of and any organization of professionals for your niche.

Date	Who	Strategy for Message / Dialogue	Results	Linked in LinkedIN?
				ΥN
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
				Y N
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				Y N
				Y N
				Y N
				Y N
				Y N
				YN
				YN



Job Search Activity Goals & Master Tracking Sheet

Job Titles I'm Looking for:								
Start Date of Plan:	/ / Week 1	Maak 2	Waak 2	Waak 6	Waak 5	Maak 6	Week 7	Wask 9
Self Review of Plan (Every Friday):	# of Companies contacted this week:	Week 2	Week 3	Week 4	Week 5	Week 6	week /	Week 8
	# of Emails (outbound): # of Calls							
	(outbound): # of Calls to Managers:							
	# of Calls to HR:							
	Conversations: Rate Your Efforts / Week's Results: [1-10 Rating]							
	# of Companies I will contact:							
My Job Search	# of Emails (outbound to Managers. or HR):							
Weekly	# of Calls (Total outbound):							
Goals	# of Calls to Managers:							
Are:	# of Calls to HR:							
	# of Meaningful Conversations:							



Interview Strategy Sheet Opportunity Tracking

Job Op	portunity	/ Title:			
Res					
					Phone / Email
Compa	ny:				I Holle / Elliak
•	·				
Hiring	Manager	lsJ:			
HR Cor	ntact(s):				
			Be sure to Note the Str	ategy / Goal of each Interv	riew.
Date	Who	Туре	Strategy for Interview	Results / Next Steps	
				-	
				-	
				· 	



Calling Strategy Sheet Company Tracking

Job Op	portunity	Title:			
Compa	ny:				Phone / Email
Hiring	Manager	(s):			
HR Con	tact(s):				
		betwe Be su	en you and a com	(call, message or email pany you may be intere ategy / Goal of each out likely to achieve sometl	sted in. reach.
Date	Who	Strategy for Me	ssage / Dialogue	Results	



Job Opportunity Title:		
Company:		Phone / Email
Hiring Manager(s):		
HR Contact(s):		
Follow a structure that is similar to this:	Greet	
Acknowledge them, and introduce yourself by name and ask them how they are this morning, etc. And then pause.	Them (wait for response)	
Wait for the response to your question about their morning or afternoon. Whether good, bad, or ugly in their response, that part is quite irrelevant.	Acknowledge Their Response	
Just be ready to acknowledge their response, and keep moving on your agenda for the call. If, as an example, they say, "Terrible!" (about their morning), then respond with something confident like,	Tell Them Why You Are Calling	
"Well, hopefully that is about to change." and move on, without waiting for a further commentary or response. Tell them why you are calling (could be excitement about their company, etc. along with the desire to introduce yourself to them).	Your Educational Background	
Immediately, without pause: Tell them your degree accomplishments (schools, if they are notable). Again, Immediately without delay followed with:	2 or 3 Key Accomplishments	
2 or 3 key accomplishments with tangibles that you had developed during your <i>Resume Renovation</i> . Now Close! [Ask for what you would like: An Interview or to Schedule a Phone Meeting with you]	Close	

