



JOB SEARCH STRATEGIES TRACKING SHEET

Are you using a variety of strategies to find effective job leads? Ideally, you should be spending about 80% of your time pursuing unadvertised jobs. If you complete this tracking sheet and discover you are spending most of your time looking for advertised jobs, you would almost certainly benefit from expanding your job search strategies.

Not convinced you should spend most of your time pursuing unadvertised jobs? Here's an explanation of why you can't simply rely on easy to find advertised job leads:

<http://www.careerchoiceguide.com/job-search-secret.html>

If you need some guidance on how to find unadvertised jobs, or an explanation of any of the job search strategies listed on the form below, check out the articles here:

<http://www.careerchoiceguide.com/job-search-networking.html>

How to Use This Form

- Under the column marked “Used” check any job search strategy you have used.
- Under the column marked “Advertised?” note whether the strategy helped you find advertised jobs or unadvertised jobs.
- Under the column marked “Details” make note of any relevant details that will help you get a better picture of the job search strategies you've been using.
- Under the column marked “Time Spent” note the approximate amount of time you spend on each activity. You could mark the overall time spent, or, if you've been actively job searching for a while, you could note the amount of time you'd spend on a specific strategy in a typical week or two week period.

The bottom three rows have been left blank so you can note any additional job search strategies you've used.

Once you've completed the form, review the information. Take a look at the number and type of strategies you are using to find job leads. Keep in mind, you do not have to use every single strategy. Different strategies are appropriate for different types of jobs. Typically, though, you should aim to use a variety of about 4 to 6 effective strategies and spend the bulk of your time searching for unadvertised job leads.

Where to Get More Job Search Help

If you:

- Are stuck in your job search but not sure what part of your job search is the problem, my ebook *Job Search Mistakes Exposed* can help. You can get it here: <https://www.amazon.com/dp/B00EUSMNSK>
- Need resume writing help, my book *The Resume Writing Guide* will take you step-by-step through the resume writing process. You can get it on Amazon here: <https://www.amazon.com/dp/1502429322>



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USED	STRATEGY	ADVERTISED?	DETAILS	TIME SPENT
<input type="checkbox"/>	Asking people you already know for leads			
<input type="checkbox"/>	Volunteering			
<input type="checkbox"/>	Participating in a Job Club			
<input type="checkbox"/>	Getting help and leads at an employment resource centre			
<input type="checkbox"/>	Using personal business cards			
<input type="checkbox"/>	Informational interviews			
<input type="checkbox"/>	Professional associations			
<input type="checkbox"/>	Social networking sites			
<input type="checkbox"/>	Cold calling			
<input type="checkbox"/>	Attending job fairs			
<input type="checkbox"/>	Attending trade shows in your industry			
<input type="checkbox"/>	Looking for leads in trade journals			
<input type="checkbox"/>	Business directories			
<input type="checkbox"/>	Reading news stories looking for evidence a company might be hiring			
<input type="checkbox"/>	Temporary agencies			
<input type="checkbox"/>	Online job ad sites			
<input type="checkbox"/>	Newspaper ads			
<input type="checkbox"/>	Industry and company-specific websites			
<input type="checkbox"/>	Help wanted signs			
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				