**A Guide for a**

**JOB SEEKING PREPAREDNESS PLAN**

**I. Actions to take while currently employed:**

# Keep your Résumé and LinkedIn account updated

* **Develop contacts external to your current employer – Network!** - get email & telephone numbers
* **Develop list of potential references** – to use when you are seeking employment
* **Improve your current skills, capabilities and qualifications –** education, professional societies, certifications, etc.
* **Fully understand your current benefits** – determine what your options are if you lose your job (medical, retirement account, insurance, employer provided assistance programs, etc.)

**II. Actions to take while seeking employment:**

* Identify your **capabilities and transferrable job skills**
* Identify your **Job Area of Interest** - type of job and geographical area
* Research and identify **pay /salary expectations**
* Identify **target companies** - research and note details of company or organizations
* **Prepare your Résumés** – basic and targeted (towards a specific job and company)
* **Expand you contact network** – volunteer activities, career fairs, tech meetings, professional societies, union halls, etc.
* Develop **list of contacts**— contact them, let people know that you are looking for a job
* Develop your **reference list** – do not put it on your résumé
* Develop a **portfolio**, if appropriate – projects worked, media developed, certifications, patents, awards, training certificates, etc.
* **Brand yourself -** business cards, Facebook, LinkedIn, Twitter, etc. - review and be consistent
* Develop a **business-like approach** to your job search activities - - -
	+ Spend **20 – 40 hours a week** actively working your **search plan**
	+ Prepare an **“elevator speech”** – a few sentences of what you can do and why you should be considered
	+ Select and prepare your **interview outfit**
	+ Prepare for telephone and video interviews
	+ Prepare a general set of job interview notes, including **questions to ask**
* **Prepare for interviews** – company specific notes, résumé, references, dress, time, transportation, babysitting, your grooming and dress, etc.
* Develop a **financial plan -** prioritize spending, consider a part time job, seek assistance, if needed
* **Register** with local temp and recruiting agencies, Alabama Career Center, AIDT (Alabama Industrial Training Agency), etc. (AIDT is the hiring and screening agency for Polaris, Remington, Toyota and others)
* Take **special training**, if appropriate – technical, re-certification, special courses, etc.
* **Volunteer** – to keep your skills current and to **Network!**