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Job Seeking Plan Template

Template for Job Seeking Plan to Accompany Job Seeking Skills Video 3

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INTRODUCTION

This document provides a template that facilitates the drafting of a work search plan.

Any solicitor about to look for a new job - or otherwise seek out new employment opportunities - is strongly recommended to produce a work search plan before venturing out into the job marketplace.

Part 1 - Personal Inventory

This workbook is structured to first facilitate you to carry out a personal inventory. This involves reviewing matters such as personal interests, aptitudes and values.

- By completing the self inventory you gain more clarity about your strengths, what drives you, your achievements and your view of the future. These are all matters of significant interest to prospective employers.

- The self inventory will provide insights that, in turn, provide often interesting but overlooked information that can be incorporated into your CV and into what you will say at interview – significantly adding to what you already have.

- The self inventory can assist you in considering weaknesses and shortcomings and help you to identify courses of action and coping strategies open to you.

Part 2 - Work Options

You are provided with a framework that facilitates you to look at the various work options you believe are open to you and to identify and consider additional ones.

Part 3 - Support Review

The template helps you explore what resources you have available to you, especially the support with other people, and begins the process of activating these.

Part 4 - Action Plan

The Action Plan is a product of all the self-inventory and option-appraisal work done. It itemises what needs to be done and establishes schedules and targets to be reached.

The Work Search Plan remains a ‘work in progress’ until the work search project is successfully concluded. In particular, the Work Options section of the plan is continually added to and, in turn, feeds ongoing additional items through into the Action Plan.

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PART 1 - SELF INVENTORY

Noteworthy Skills

Skills are abilities that you possess, having acquired them through learning – usually in a practical way. Skills are closely related to experience.

List here important skills you possess:

Skills	**Evidence of These**

Examples of Skills

Leading, Problem Solving, Commercial, Motivating, Controlling, Prioritising, Meeting targets, Organising, Analysing, Planning, Developing people, Budgeting, Delegating, Supervising, Communicating, Financial, Reviewing, Networking, Marketing, R & D, Public relations, Analysing, Presenting, Selling, Negotiating, Researching, Writing, Initiating, Suggesting, Drawing, Recommending, Inventing, Establishing goals, Influencing, Reaching targets, Team work, Negotiating.

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Noteworthy Aptitudes

Aptitudes refer to things that you are naturally suited to / good at / interested in. They differ from skills in that they are more abilities that you have been gifted with.

List here important aptitudes you possess:

Aptitudes	**Evidence of These**

<u>Words That Describe Aptitudes</u>
Honest, Confident, Drive, Energy, Concentration, Expedient, Hard working, Determined, Calm, Patient, Practical, Adaptable, Conscientious, Logical, Team player, Shrewd, Prudent, Calculated, Objective, Value focused, Inventive, Artistic, Originality, Social, Imaginative, Ingenuity, Uninhibited, Sensitive, Friendly, Perceptive, Assertive, Tolerant.

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Matters That Interest You

Think about the things that interest you, particularly matters that are relevant to work and to your career. List these in the box below, being as specific as you can and providing examples of specific settings if possible.

Record Here Matters That Interest You and That You Like to be Involved With/In:

Matters That Don't Interest You

Record Here Matters That Don't Interest You And Matters That You Prefer To Avoid:

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Main Strengths and Weaknesses

List below what you consider to be your main strengths and weaknesses - especially in relation to work and your career. You may have listed many of your main strengths already in the exercises completed above. However, it's very useful to specifically list main strengths and weakness. There is no need to disclose weaknesses you list with anyone else. It is enough to identify them privately. You then have the option of creating strategies for coping / working around them.

Record Here Your Strengths:

Record Here Your Work Related Weaknesses:

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Achievements and Benefits

Most people are not good at recognising and discussing their achievements. It's critical to review your career and personal life and to identify achievements. Ponder on and record all the things that have provided you with a sense of accomplishment. Start with your most recent work.

Achievements	When/Where	Benefits

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Values Relating To Work

Typical matters that people include here are their views on rewards, advancement, stability and status. Increasingly matters such as work life balance, social responsibility and sustainability are important to people. Friendships, variety, and a pleasant work environment also feature.

Record Here Values You Have Which Relate to How And Where You Work:

Other Values

This is a good time to look at other personal values too. Consider what is important to you outside of work and discuss this with family and friends. These matters may also significantly influence your work search.

Record Here Other Values - Related to Personal Life / Family / Friendships:

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Other Matters

A whole range of personal matters can impact on career options including financial circumstances, family situation, property ownership and personal relationships. List ones that are relevant to you and note any way that problems can be got around if possible. In the box below put anything that is relevant or could impact on your career development plans - that has not featured anywhere else.

Record Here Any Further Personal Matters Impacting On Your Career:

Record Here Any Further Matters Impacting On Your Career Not Yet Covered:

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PART 2 – WORK OPTIONS

Opportunities Identified as Ideal

Record here the main role(s) that you would like to now get or work towards:

& Outline below how you plan to interest an employer into hiring you into each role listed above:

You may not yet be ready / qualified to fill such a role(s). If so, identify below other roles you could now work in to help you progress into your long term target(s).

Record here the best next role(s) that could progress you towards above target(s):

& Outline below how you plan to interest an employer into hiring you into each role just listed:

Record in box below work that you have completed aimed at achieving these goals:

& Record in box below work still to be done aimed at achieving these goals:

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Other Opportunities Identified as Very Interesting

Record here other very interesting role(s) that you would like to get / work towards:

& Outline below how you plan to interest an employer into hiring you into each role listed above:

You may not yet be ready / qualified to fill such a role(s). If so, identify below other roles you could now work in to help you progress into your long term target(s).

Record here the best next role(s) that could progress you towards above target(s):

& Outline below how you plan to interest an employer into hiring you into each role just listed:

Record in box below work that you have completed aimed at achieving these goals:

& Record in box below work still to be done aimed at achieving these goals:

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New / Developing Opportunities Identified as Interesting

Record here new and developing roles that you would be interested in:

& Outline below how you plan to interest an employer into hiring you into each role listed above:

You may not yet be ready / qualified to fill such a role(s). If so, identify below other roles you could now work in to help you progress into your long term target(s).

Record here the best next role(s) that could progress you towards above target(s):

& Outline below how you plan to interest an employer into hiring you into each role just listed:

Record in box below work that you have completed aimed at achieving these goals:

& Record in box below work still to be done aimed at achieving these goals:

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Alternative Opportunities Identified as Very Interesting
- for example outside practice / outside law

Record here alternative interesting role(s) that you would like to get / work towards:

& Outline below how you plan to interest an employer into hiring you into each role listed above:

You may not yet be ready / qualified to fill such a role(s). If so, identify below other roles you could now work in to help you progress into your long term target(s).

Record here the best next role(s) that could progress you towards above target(s):

& Outline below how you plan to interest an employer into hiring you into each role just listed:

Record in box below work that you have completed aimed at achieving these goals:

& Record in box below work still to be done aimed at achieving these goals:

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Interesting Opportunities Never Before Considered

Record here role(s) never before considered that you would be interested in:

& Outline below how you plan to interest an employer into hiring you into each role listed above:

You may not yet be ready / qualified to fill such a role(s). If so, identify below other roles you could now work in to help you progress into your long term target(s).

Record here the best next role(s) that could progress you towards above target(s):

& Outline below how you plan to interest an employer into hiring you into each role just listed:

Record in box below work that you have completed aimed at achieving these goals:

& Record in box below work still to be done aimed at achieving these goals:

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Opportunities for Short Term Work

Record here any jobs that you believe you can get to do you in the short term:

Avoiding unemployment whenever possible is a central plank of smart career management. Any job is better than no job and if you are not working at the moment (or at risk of losing your job) you should seek something as quickly as possible that will occupy you in the short tem and provide some level of income.

Outline how you can best interest the employer into hiring you into these role(s):

Record in box below work that you have completed aimed at achieving these goals:

& Record in box below work still to be done aimed at achieving these goals:

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Opportunities That Can Be Accessed with Relative Ease

People sometimes have opportunities that can be overlooked such as a job available in a business belonging to a family member or somewhere they previously worked. If any 'easy to get' opportunities exist for you, then list them in the box below.

Record here any role(s) you believe you could get if you applied for it:

Outline how you can best interest the employer into hiring you into these role(s):

Record in box below work that you have completed aimed at achieving these goals:

& Record in box below work still to be done aimed at achieving these goals:

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Any Other Market Opportunities or Occupational Options

In the box below list anything you have not included elsewhere such as options outside of getting a job such as self employment, full time volunteering, extended travel and return to study.

Record here other options - including ones that exist beyond traditional work:

Outline how you can best interest the employer into hiring you into these role(s):

Record in box below work that you have completed aimed at achieving these goals:

& Record in box below work still to be done aimed at achieving these goals:

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Detailed Information on Opportunities of Most Interest

In the boxes below, outline details on the roles that you would be most interested in - out of all the ones that feature in the preceding pages. Provide detailed information – such as level at which you want to work, type of work environment / organisation, work content, people reporting to you, earnings, associated involvements likely, etc.

Details on role of most interest:

Details on another role identified as very interesting:

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Details on still another role identified as very interesting:

Details on yet another role identified as very interesting:

Details on even another role identified as very interesting:

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PART 3 – SUPPORT REVIEW

What supports do you have available?

What work do you need to do in order to best utilise these?

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What supports do you still need to organise?

What do you need to do to organise access to these outstanding supports?

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PART 4 - ACTION PLAN

To complete your Work Search Plan you need to compile together all the work identified in the document as needing to be done into a Work To Be Done Schedule. This schedule is the central plank of the Action Plan. It can be manipulated in an Excel spreadsheet to produce a work timetable and/or a Gantt Chart that can assist you manage the project through to successful conclusion.

Everything in your work search plan remains a 'work in progress' until the successful conclusion. In particular, you need to incorporate new opportunities as you become aware of them and continually update notes about work that needs to be done. The Work To Be Done Schedule then needs amendment to reflect all matters added to or taken out of the plan.

Schedule of Work to be Done / Action Plan

Goal	Related work completed	Related to be done	Planned start	Planned finish

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Schedule of Work to be Done / Action Plan Continued

Goal	Related work completed	Related work to be done	Planned start	Planned finish

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Schedule of Work to be Done / Action Plan Continued

Goal	Related work completed	Related work to be done	Planned start	Planned finish

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