

## PERSONAL PLANNER

Use the worksheets on these pages to help you identify where you want to go in your career and to keep you on track to achieving your goals. For more career planning resources, visit <http://NorthONJobs.com>.

### My Career Path

1. Identify at least three skills or abilities you would most like to use in your work:

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2. Describe the environment in which you would enjoy working:

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3. Identify one of the major employment sectors in which you would like to work:

- Private       Government       Academic       Non-profit

4. Choose a specific geographical location as well as the size of organization you would prefer:

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5. Identify when you want to start work and how much time you will devote to your job search:

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Using the information above, write a career goals statement that defines the skills and abilities you want to use, the type of employer you would like to work for and when you want to achieve your immediate career goals:

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### My Circle Of Strength

Networking is a key part of the job search. Make a list of people you know. Contact them and let them know you are looking for a job. Ask them to let you know of anything that might suit you.

Family	School	Church	Work	Volunteer	Other

## My Job Search Activity Goals

*Fill out this sheet to plan and achieve your job search goals.*

Period: \_\_\_\_\_ to \_\_\_\_\_

Activity	Goal (# and date)	Actual (# and date)
Locate and contact a Career Center		
Get to know Career Center personnel and resources		
Attend job search training sessions		
Research employers or go to the library		
Attend support groups/job clubs		
Do online job search		
Read local newspapers		
Read trade journals		
Read other publications		
Network		
Make cold calls (phone/in person)		
Complete/update resume		
Send cover letters/resumes		
Attend job fairs		
Participate in informational interviewing		
Talk to someone every day about my job search		
Attend professional organizations		
Talk to my references and write my reference sheet		
Make follow-up phone calls		
Follow-up on job leads		
Interview with employer		
Send thank you/follow-up letters		
Others		

### My Job Search Record

CONTACT DATE	EMPLOYER & CONTACT PERSON	TELEPHONE	OPENING		INTERVIEW		RESULTS/NEXT ACTION/ FOLLOW-UP DATE
			YES	NO	YES	NO	