

CAREER SEARCH RESOURCES

The Career Search ACTION Plan™ Author Bobbie Rogers

Bobbie Rogers
Sr Account Executive – Career Coach

FOCUS of Georgia

P 770-937-0410

BobbieR@FocusGa.com

C 404-399-3192

BobbieRogersStaffing@Yahoo.com

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Job Posting Methodology Ranking Percentage Work Sheet

Instructions: Complete this questionnaire to determine the job posting match ratio. Circle the correct answer for each question.

- | | | | |
|---|-----|----|---------|
| 1. Do the salary range and benefit package match my goals? | Yes | No | Unknown |
| 2. Is the position within my location preferences? | Yes | No | Unknown |
| 3. Do my skills match the company posted requirements
(For each skill set listed in the posting that you do not match = take a -1) | Yes | No | |
| 4. Is this posting current, found within the last 30 days? | Yes | No | Unknown |
| 5. Has the Decision Maker been identified and verified? | Yes | No | Unknown |
| 6. Do you personally have Networking Partners associated with this company? | Yes | No | Unknown |

Job Posting Percentage Chart

Each "No/Unknown" Answer is a -1

-1 = 99%	-2 = 98%
-3 = 97%	-4 = 96%
-5 = 95%	-6 = 94%
-7 = 93%	-8 = 92%
-9 = 91%	-10 = 90%

Total - _____

Total % Match _____

-11 + >89% Don't even waste your time! It does not match your knowledge, skills, & abilities!

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My Career Search ACTION Plan Ideas for my daily ACTION Plan:

Weekly Career Search ACTION Plan

Target Company Goals & Productivity

Add a minimum of _____ New Target Companies to Career Search Marketing Plan _____

Need to Print Job Posting, Create T-letter, & Complete Target Company folder for _____

Industry, Association, ACTIVE Employed Networking Event Goal _____
Actual # Networking Events Attended _____

Hiring Manager T-letter Goal _____ Actual # T-letters Sent _____

Target Company Interview Goal _____ Actual # Target Company Interviews Attended _____
Actual # Peers/HR/Recruiters _____ Actual # Hiring Managers Interviewed _____

Phone Interview Goal _____ Actual # of Phone Interviews Conducted _____

Informational Interview Goal _____ Actual # Info. Interviews Attended _____

Target Company Phone Call Goal _____ Actual # of Phone calls Made _____

Career Seeker Focused - Networking Partner Goals & Productivity

Career Seeker Focused/Unemployed Networking Event Goal _____
Actual # Networking Events Attended _____

Informational Interview Goal _____ Actual # Info. Interviews Attended _____

Networking Follow-up calls Goal _____ Actual # of Phone calls Made _____

Database New Contacts Goal _____ Current Total _____

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Weekly Career Search ACTION Plan

Branding Distribution Goals

Thank You Cards Goal _____ Actual Distribution # _____

Business Cards Goal _____ Actual Distribution # _____

Résumés Goal _____ Actual Distribution # _____

Career Search Marketing Plan Goal _____ Actual Distribution # _____

Post Cards Goal _____ Actual Distribution # _____

Reference Page Goal _____ Actual Distribution # _____

Technical Skills Page Goal _____ Actual Distribution # _____

Power Point Interview/WOW! Presentation Goal _____ Actual # _____

Star Letter Goal _____ Actual Distribution # _____

Letterhead – News Article Goal _____ Actual Distribution # _____

777 Plan Goal _____ Actual Distribution # _____

Creative Branding Goal _____ Actual Distribution # _____

E-mail website link Goal _____ Actual Distribution # _____

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Target Company Referral Source & Contact Log

Company Name: _____

Address _____ **City** _____ **State** _____ **Zip** _____

WebSite: _____ **Phone:** _____

DATE	CONTACT NAME	Title	DEPARTMENT	PHONE #	E-MAIL ADDRESS	Referred By Or Next Step

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My Career Search ACTION Plan Checklist

Name: _____

Title: _____

E-Mail: _____

Phone: _____ Cell: _____

PHASE I - Identify Top TARGET COMPANIES -

List Competitors of Previous employer &/or Job postings that match your skills

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

Contact Database is completed – > 200 contacts with updated e-mail addresses

Contract, Contract-to-Hire or Direct hire _____

Do you need Medical Benefits Yes or No _____

Must be employed by THIS Day _____

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CAREER GOALS

1 Career Goal:

This is so important to me because:

My Action Plan for **TODAY**:

Short-term Action Plan & Deadline:

Long-term Action Plan & Deadline:

2 Career Goal:

This is so important to me because:

My Action Plan for **TODAY**:

Short-term Action Plan & Deadline:

Long-term Action Plan & Deadline:

3 Career Goal:

This is so important to me because:

My Action Plan for **TODAY**:

Short-term Action Plan & Deadline:

Long-term Action Plan & Deadline:

My Career Search ACTION Plan Checklist

Name: _____

Title: _____

E-Mail: _____

Phone: _____ Cell: _____

PHASE II - Branding complete— Certifications & Logo's – same leader head on a minimum of 5

- Business Card
 - Cover Letter
 - Star Letter
 - Resume
 - Career Search Marketing Plan
 - T-Letter
 - Postcard
 - Thank You Letter
 - Reference Page
 - Website
 - Envelope
 - CD Rom Business Card
 - Fax Cover Sheet
 - Technical Skills or Expertise Summary
 - Professional, Executive or Career Summary
 - Power Point Presentation
 - Kudos Portfolio** - Certification documents, awards, certificate of achievements, graduation diplomas, performance reviews, and career assessments in a resourceful notebook accessible for easy access

 - Stage 1 Career Goals Completed
 - List & Share Target Hiring Manager Titles with networking partners:
-
-

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My Career Search ACTION Plan Checklist

Name: _____

Title: _____ **Phone:** _____

E-Mail: _____ **Cell:** _____

Phase IV Target Companies	#1	#2	#3	#4	#5	#6	#7
Job Posting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inside Informant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Name	Name	Name	Name	Name	Name	Name
Inside Informant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Name	Name	Name	Name	Name	Name	Name
Inside Informant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Name	Name	Name	Name	Name	Name	Name
Inside Informant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Name	Name	Name	Name	Name	Name	Name
Inside Informant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Name	Name	Name	Name	Name	Name	Name
Hiring Manager	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Name	Name	Name	Name	Name	Name	Name
T-Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interview	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thank You Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HR Recruiter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Name	Name	Name	Name	Name	Name	Name
Post Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marketing Plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cover Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Business Card	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Phase IV Target Companies Continued	#1	#2	#3	#4	#5	#6	#7
7-7-7 #1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-7-7 #2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-7-7 #3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-7-7 #4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-7-7 #5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-7-7 #6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7-7-7 #7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Thank You Letter/ Networking Partner Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reference Page	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Offer Letter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- Stage 2 & 3 of Career Goals Completed**
- Customized T-Letters for all Target Companies**
- Research more job postings for other Target Companies**
- Find Inside Informant at all Target Companies**
- Find Hiring Manager at all Target Companies**
- Begin Again*

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