



# TOPPSTEP Client Job Search Plan

The Offender Parolee Probationer State Training Employment Program

Looking for work is a full-time job in itself. You may find it helpful to create a job search schedule as a part of your overall plan. As an organized job seeker with a weekly action plan you want to ensure you feel more accomplished, more confident, and determined to get hired.

If you are currently employed, it might be more difficult to look for another job, but it is still possible. You will need to schedule time during business hours (like on your lunch break) to make phone calls and do the rest of your searching at night and on weekends.

Use the attached sample schedule, provided by the U.S. Department of Labor. It will assist you with time management tips as you conduct your job search:

## DAY 1:

- **Create and/or review your resume and cover letter.** Update both as necessary. Ensure you have an email account.
- **Check for Job Openings.** Check the print and online versions of local and national publications and job search websites. Apply via email and Web to as many jobs as possible to get yourself motivated.
- **Ensure you have proper ID.** You will need two forms of unexpired IDs. Preferably: SSN Card, Drivers License, Birth Certificate, Passport, State Issued ID or possibly a lease from a landlord, or electric or water company bill, etc.

## DAY 2:

- **Set your alarm each morning.** Don't make a habit of sleeping in or you will be groggy for job interviews and will have a difficult time adjusting to your new schedule when you do start a new job.
- **Visit GA DOL.** Be prepared to conduct a job search, fill out application(s), and meet with the Career Center's TOPPSTEP representative. Inquire about Federal Bonding, WOTC, and GA Work Ready Certificate.
- **Check your phone messages and email and respond to employers right away.**
- **Make a list of your networking contacts**
- **Choose 5-7 people to use as references.** Ask each person if they would mind being a professional reference for you and give them an updated copy of your resume. NOTE: Avoid using family members as references.
- **Create a job search worksheet** to keep track of which jobs you apply for at which companies. Leave a space to make notes on your follow ups.
- **Relax.** You accomplished a lot today.

### DAY 3:

- **Follow Up** on the resumes sent on Day 1.
- **Check newspapers** and Web sites for new job openings. Apply to at least 5 jobs.
- Job searching can be lonely and depressing. Pick 5 people who are also job searching (even if not in your field) to **create a "support group"** or contact your nearest One-Stop Career Center and join their job club - if they have one.
- Look up professional organizations and Web sites in your field. Sign up for free emails from the groups and get a list of their upcoming events.
- **Stay organized.**
- Check your phone messages and email. **Immediately follow up** with employers.
- **Get some exercise.** Take a break and clear your head. Stay active, stay alert.

### DAY 4:

- **Get local.** Walk or drive around your neighborhood. Make note of every business that could have use for your skills. Be creative and think broadly of ways you could fit in with a company.
- If you only job search in your house you will go nuts. Pick a secondary place to job search like the library or a One-Stop Career Center.
- **Stay informed.** Watch the news, read the business section of the newspaper. Pay attention to local and world events.
- **Follow up** with the jobs you applied for on Day 2. Check to make sure they received your resume.
- **Apply** to at least 5 jobs.
- **Spend time with people you enjoy.** Take your mind off your job search and reconnect with other important things in your life.

### DAY 5:

- Identify 5 people with whom you want to do **informational interviews**.
- **Think long term.** Expect to be job searching for 1-4 months, depending on the type of job you are looking for. Make a budget for the next few months.
- Use or increase your **professional skills** while job searching. Sign up with temporary employment agencies for short-term jobs in your field. Volunteer for a nonprofit agency or school in a position that uses your professional and technical skills. Even if you don't get paid, it will look great on your resume and you can use these new clients as references.
- **Make a plan of action** for next week's job search.
- **Take a few days off (preferably Sat and Sun).** The less stressed you are, the more positive you will be during job interviews. **Continuously pray and include daily devotion!**

# TOPPSTEP Job Search Plan    Week of \_\_\_\_\_

## Comments/Notes/Questions

<p><b>Monday</b></p> <p>Review your resume and cover letter</p> <p>Check for Job Openings</p> <p>Ensure you have proper ID</p>	
<p><b>Tuesday</b></p> <p>Set your alarm each morning</p> <p>GDOL - TOPPSTEP</p> <p>Check your phone messages and email</p> <p>Make a list of your networking contacts</p> <p>Choose 5-7 people to use as references.</p> <p>Create a job search worksheet</p> <p>Relax</p>	
<p><b>Wednesday</b></p> <p>Follow Up on resumes</p> <p>Check newspapers and Web sites for new job openings</p> <p>create a "support" group</p> <p>Look up Web sites and organizations</p> <p>Stay organized</p> <p>Check your phone messages and email</p>	

<p style="text-align: center;"><b>Thursday</b></p> <p>Pick a secondary place to job search</p> <p>Research/make notes of companies in your area that will benefit from hiring you</p> <p>Stay informed. Watch the news, read the business section</p> <p>Follow up on jobs you applied for on Day 2</p> <p>Apply to at least 5 jobs</p> <p>Spend time with people you enjoy</p>	
<p style="text-align: center;"><b>Friday</b></p> <p>Participate in informational interviews</p> <p>Think/plan for long term. Expect to be job searching for 1-4 months</p> <p>Sign up with temp agencies for short-term jobs in your field. Volunteer for a nonprofit agency/organizations</p> <p>Make a plan of action for next week's job search</p> <p>Take a few days off (preferably Sat and Sun)</p>	