

Job Search Planner

1. List businesses you would like to work at.
2. Contact the business & find out the hiring managers name & the hours they are BEST available.
3. Research the company at their website. Company history, vision, what they do. Hours of Operation, Opportunities for Advancement (raises & promotions), holiday hours, wage, sales incentives
4. Complete online applications or eligibility paperwork.
5. Make sure your resume is up to date. The Career Center has professional resume paper you can print it on!
6. Create a targeted cover letter.
7. Go to the place of business, introduce yourself to hiring manager, hand hiring manager your resume & cover letter let them know you have either applied online or completed an application on paper.
8. Ask “When can I follow up with you?” OR ask them when you may have the opportunity to interview.
**If they are NOT hiring let them know you are ready to be hired when the next staff member “doesn’t work out”.*
9. **FOLLOW UP** with the hiring manager IN PERSON – bring another resume. **Over the phone they can easily ignore you, forget you & never remember who you are.*
10. Be prepared for Interview. Know how to answer the 4 essential questions.** – no interview? **FOLLOW UP AGAIN!!** (bring another resume!)
11. Send a THANK YOU card within 12 hours!! Thank them for the opportunity to interview, let them know you are excited to work there! (If you aren’t, you should have applied elsewhere.)

Business Name	Hiring Manager	Phone #	Hours Available	DATE Completed application	DATE Dropped off resume & introduced myself	FOLLOW UP DATE 2 days later	Thank you card for interview
Arby's	Sharon	943-0150	7-5 M-F	1/4/15	1/12/15 @3:30 pm	1/15/15 FOLLOW UP!! Interview 1/19 @3:30	Dropped off 1/20

**Sample Interview Questions: 1) Tell me about yourself 2) Why are you applying for this position? 3) Why should I hire you? 4) Tell me your strengths and weaknesses?