

## CAREER SEARCH PLANNING SHEET

Oftentimes graduating students use a variety of methods when searching for fulltime positions. Use the following worksheet to help set goals when searching for positions:

**Goal:** I will search for \_\_\_\_\_ number of jobs per week using online job boards

Position Title	Search Engine Used	Employer Name	Application Deadline	Salary Listed	Qualifications

**Goal:** I will contact \_\_\_\_\_ employers bi-weekly directly using email, phone, or social media such as LinkedIn regarding open positions or for informational interview purposes.

Person's Name	Person's Title	Employer Name	Notes from Conversation

**Goal:** I will attend \_\_\_\_\_ networking events per semester (ex: conferences, career fairs, Chamber of Commerce social gatherings, etc.)

Name of Event	Location (or Online)	Professional Organization	Notes from Event (people of interest you spoke with, impressions, employers of interest, etc)