

Getting Started with the Job Hunt Worksheet



How to narrow the field of potential jobs to find the best work environment for you.

1. **Brainstorm.** Decide what characteristics you want in a job, including the hours and days desired, as well as job responsibilities.
 - a. What kinds of THINGS do you want to do while at work? List all the characteristics, responsibilities, and activities associated with that career:
 - b. How important is it to you that your work has a lot of variety? Consider your personal need for variety and list the types of jobs you imagine have that level of variation here:
 - c. The lower the entry-level position, the more supervision you will experience and the less amount of autonomy (personal choice). Consider your need for autonomy and list the types of jobs you imagine have that level of personal choice here:
 - d. How important is the social significance of your work? Consider your own values and decide if you need to alter you job search to account for what is important to you:
 - e. How much training are you willing to accept in order to become job-ready? Put your answer in terms of days or weeks:
 - f. What entry-level, paid, or unpaid internships relate to your ultimate goal? List them all here:
 - g. Scheduling. Note when you WANT to work and when you actually CAN work. Be realistic.

2. **Refine your list.** Figure out where you can compromise. Consider each of the value statements in #1 and note each potential compromise you might make here:

3. **Eliminate impossibilities.** Take every job or job responsibility you noted in #1 and put it into one of two columns: Possible or Impossible

| Possible | Impossible |
|----------|------------|
| | |

4. **Start with a wide search.** When initiating your job search, start with wide criteria. The 4-5 types of jobs I will be pursuing are:

Job #1

Job #2

Job #3

Job #4

5. **Seek employment locally and through personal connections.** Make a note of the people you can attempt to contact for a potential job here. People I should reach out to and network:

6. **Seek employment through online searches:** Do a search for each of the types of jobs you have identified and make a note of what you found here:

Job #1

Job #2

Job #3

Job #4

7. **Consider accepting a temporary position:** Seasonal or short-term positions that I could potentially take:

8. **Choose the job openings you want to pursue.** This is where you take all the information you have gathered so far and apply it to what you found in your job search. The top 2 jobs I want to pursue are:

