

**FLEXJOBS SAMPLES: JOB SEARCH ACTION PLAN**

***Created by the*** [***FlexJobs Career Coaching Team***](https://www.flexjobs.com/career-coaching-resume-review)***: Personalized Support, Resume Reviews, and More!***

**Objective:** What is your ultimate end goal in your job search? You’ll need to identify this first. Is it to switch careers or industries? Get a job with more money? Work for a specific company or organization? Land something that is 100% remote? *Start your job search with the end in mind*.

**Action #1: List your target industries, job titles, and companies.**

If you are uncertain about any of these, work through the FlexJobs [4-Step System: How to Choose a New Career or Job](https://www.flexjobs.com/blog/post/steps-choosing-a-new-career-v2/) to help you identify your true goals and motivations, and then list your findings:

|  |  |
| --- | --- |
| **Target Industries:** | Click or tap here to enter text. |
| **Target Job Titles:** | Click or tap here to enter text. |
| **Target Companies:** | Click or tap here to enter text. |

Next, think of your job search action plan as a course syllabus as if you were in school. You don’t typically complete a course in 1 or 2 weeks, it generally takes around 15 - 16 weeks to complete a course. Similarly, a job search is not a quick process either. A typical job search [***takes at least 3-6 months***](https://www.flexjobs.com/job-search-career-advice/how_long_does_it_take_to_find_a_job) and it can feel really daunting to approach it as one large task to complete.

Just as you would in a course, break your job search down into smaller, more manageable weekly tasks for yourself to complete so that you can actually feel like you are accomplishing something and making it manageable. Giving yourself deadlines will also help keep you more accountable.

***Action #2: Identify your goals and tasks and set deadlines for them.***

**Goal Setting Tactic**

Here’s a way to approach setting goals to help you get in the right frame of mind.

1. Start with a statement that you’ve completed the goal. You’ve got the job you wanted!
2. Then work backward. What steps did you take to complete the goal? What are all the activities you engaged in to get that job?
3. List them all, and put them in order. Now you’ve got a list of steps you need to take in order to reach your goal.
4. Finally, get started tackling those goals one at a time.

**Weekly Job Search Schedule**

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| --- | --- | --- | --- |
| **Week** | **Task/Activity #1** | **Task/Activity #2** | **Task/Activity #3** |
| *Sample* | *Complete the 4-Step System: How to Choose a New Career or Job to identify main goal**Due Date:* | *Begin researching potential industries and career options**Due Date:* | *Join at least 1 networking group on LinkedIn**Due Date:* |
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The goal is to feel like you can successfully accomplish ***2 - 3 tasks a week***. Some tasks may take 5 - 10 minutes, and others may take an hour or two. Set dedicated time on your calendar to complete each task or activity so you are in the right mindset for it and are doing it when you will be most productive.

**Potential Task/Activity Ideas:**

[ ]  Use this [handy tracker spreadsheet](https://fjwp.s3.amazonaws.com/blog/wp-content/uploads/2022/06/06133533/FlexJobs-Samples-Job-Search-Tracker-Spreadsheet.xlsx) to keep track of the details of your search - specific jobs applied for, networking contacts, skill training, etc.

[ ]  Use the [FlexJobs Advanced Search](https://www.flexjobs.com/searchOptions.aspx) to use keywords of your skills, strengths, and ideal tasks to look for jobs, while also filtering by your preferred type of flexible schedule

[ ]  Set up [saved searches](https://www.flexjobs.com/members/savedsearches) for jobs so that you can get regular alerts and updates

[ ]  Attend the FlexJobs Career Coaches [weekly live Q&As](https://www.flexjobs.com/members/events) to get some of your job search questions answered and hear answers to other common questions

[ ]  Attend a [FlexJobs Resume webinar](https://www.flexjobs.com/members/events) or read some of our [resources on resumes](https://www.flexjobs.com/job-search-career-advice/search?term=resume) to determine what you need to do to get started updating your resume

[ ]  Have a friend or family member proofread your resume and give feedback and/or set up a [career coaching, resume review, or both](https://www.flexjobs.com/career-advice), with a FlexJobs Career Coach

[ ]  [Update your LinkedIn profile](https://www.flexjobs.com/blog/post/linkedin-checklist/), including adding a profile photo, headline, and summary section

[ ]  Research [common job scams](https://www.flexjobs.com/blog/post/common-job-search-scams-how-to-protect-yourself-v2/) to better understand what to look out for and how to avoid them in your search

[ ]  Spend time reading articles and watching webinars on [Applicant Tracking Systems](https://www.flexjobs.com/blog/post/applicant-tracking-systems-the-good-the-bad-and-the-ugly/) to learn how to prepare your resume and application to successfully parse through them

[ ]  Identify 3 new networking connections and reach out to them for [informational interviews](https://www.flexjobs.com/blog/post/questions-ask-informational-interview-v2/)

[ ]  Research companies and identify 3 - 5 companies you are interested in either working for or learning more about. Follow those companies on social media and on LinkedIn

[ ]  Practice [interviewing](https://www.flexjobs.com/blog/post/webinar-recording-preparing-for-remote-job-interviews/) and consider doing a mock interview to get feedback from someone you trust

[ ]  Take a LinkedIn learning course to learn a new skill

For more activity ideas, you can reference our [Job Application Checklist](https://www.flexjobs.com/blog/post/job-search-checklist-where-are-you-going-wrong/) article or use the interactive [My Job Search Checklist](https://www.flexjobs.com/members/tips) on your FlexJobs profile.

***Action #3: Set time aside each week to evaluate your tactics - what is producing results and what isn’t? Put more effort into what is producing results and shift off of what isn’t for the next couple of weeks. Check to see if there is something you could add that you haven’t tried yet.***

***Action #4: Land your dream job!***