



Self-study material for students | © University of Helsinki Career Services

## CREATE YOUR OWN JOB SEARCH PLAN

### Why?

You may have heard the expression “Well planned is half done”. This goes also for job search. The more detailed and concrete your job search plan is, the easier it will be for you to tackle the different stages of the process and to plan your use of time wisely. If you are about to actively start looking for a job, the time spent planning is a good investment in your future.

### How?

Take some time for yourself and make sure you have somewhere to take notes. Outline your own job search plan by answering the following questions:

1. What is the goal in your job search? Where would you like to be? As specifically as possible, write down what kind of work you would like to do and what kind of an organisation you would like to work in.
2. Where do you feel you are in relation to your goal at the moment on a scale of 1 to 10, if 1 means that you are at the very beginning and 10 means you have reached your goal?
3. What have you already done to get to where you are now? List even the tiniest things.
4. What else could you do to make your goal come true? Make a list of as many things you can think of.
5. Which one is the easiest to do first? And who could help you implement your plan?
6. Make a schedule of things to do and block out time for them in your calendar. Also remember to block out time for relaxation: job search will be easier when you are refreshed and well-rested.
7. What makes you believe that you can achieve your goal? What has helped you achieve your previous goals?
8. Which five strengths (positive qualities) will you make use of to help you find a job?
9. How, where and with whom will you celebrate the achievement of your goal?