

Job Search Worksheet: Time Management (Sample)

I will begin my active job search on October 15, 20xx. I plan to spend 10 hours per week conducting my job search. (A minimum of 15-10 hours weekly is recommended while you are still working. If you are between jobs 30 hours is recommended.)

Job Search Technique	Percentage of Time Using each Job Search Technique	Hours Spent Using each Technique
<i>Answering advertisements on Internet job boards</i>	20%	2 hrs. per week
<i>Contacting friends and other personal contacts</i>	30%	3 hrs. per week
<i>Contacting targeted employers directly</i>	30%	3 hrs. per week
<i>Attending job fairs and attending association meetings</i>	20%	2 hrs. per week
Totals:	100%	10 hours (Should equal total number of commitment hours)

Possible Techniques to Utilize:

- Contacting employers directly and contacting personal contacts
- Using the Internet for job listings.
- Asking friends and relatives for job leads
- Using your school's placement/career services
- Using executive search firms and employment agencies
- Using federal/state employment service
- Networking at association meetings
- Asking a professor or teacher for job leads
- Answering ads in journals
- Attending job fairs

Job Search Worksheets: Time Management

I will begin my active job search on _____. I plan to spend _____ hours per week conducting my job search. (A minimum of 5-10 hours weekly is recommended while you are still working. If you are between jobs 30 hours is recommended.)

Job Search Technique	Percentage of Time Using each Job Search Technique	Hours Spent Using each Technique
Totals:	100%	_____ hours (Should equal total number of commitment hours)