

Job Search Goals Worksheet

Having a plan will help you meet your goals. Remember to revisit your plan periodically to see that you are on track. Once you've set your priorities, create an action plan to get there. If you have any questions about this, please set-up an appointment with an Employment Strategist by calling the UTM Career Centre at 905-828-5451.

Determine Your Priorities	
Think about your priorities. Why do you want the opportunity (volunteer, paid job/internship)?	
×	Item
	Make money
	Gain experience doing: _____
	Develop specific skills <ul style="list-style-type: none"> • Which skills are your priority? _____
	Networking in a particular industry. <ul style="list-style-type: none"> • Which one? _____
	Gain exposure to different work environments <ul style="list-style-type: none"> • Which one(s)? _____
	Try out new things/tasks to see how they can fit into your long-term career plans <ul style="list-style-type: none"> • Which career(s)? _____
	Other Considerations: <ul style="list-style-type: none"> • Location of job (remember to factor in travel time if applicable): _____ • How many hours/week are you available? _____ • Other: _____
Based on the above, what are your top three priorities (be specific as possible)? If you are having difficulties determining your priorities, please set-up an appointment with an Employment Strategist or a Career Counsellor.	
1. 2. 3.	

My Job Search Action Plan

Please review the following potential job search steps. Remember that you don't have to do everything. The goal is to think about some possible activities and set your own plan (e.g. focus on the items that you have ranked as strongly agree (5)).

ACTION	Yes or No?	I want to turn that No to a Yes 1 (Strongly Disagree) to 5 (Strongly Agree)
Determined my top three priorities for using the exercise on the reverse side of this page		
Reviewed resume and cover letter information on the Career Centre website or attended a workshop		
Created a tailored resume and cover letter for each of my applications		
Had my resume and/ or cover letter critiqued		
Applied to jobs advertised on the CLNx (including work study jobs)		
Targeted 2-3 additional job search websites. Please see the Career Centre resource section to view some additional sites.		
Created a list of possible employers to target and started applying to them		
Talked to my friends, family, neighbours and other contacts		
Attend networking events .		
Review Career Centre Industry Reports to get updated information		
Prepared for my interviews by attending a workshop and/or attending a practice interview		
Set-up my LinkedIn profile and had it critiqued in the Career Centre		

