1. **Weekly Job Search Activity Form - WEEK OF: \_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tue | Wed | Thu | Fri | Sat | Sun | **Weekly**  **Totals (Hours)** |
| **Job Search Activities Hours** | | | | | | | | |
| Research |  |  |  |  |  |  |  |  |
| Career Development |  |  |  |  |  |  |  |  |
| One-on-one Networking |  |  |  |  |  |  |  |  |
| Group Networking |  |  |  |  |  |  |  |  |
| Responses to Ads/Postings |  |  |  |  |  |  |  |  |
| Letters/E-Mails |  |  |  |  |  |  |  |  |
| Contact with Recruiters |  |  |  |  |  |  |  |  |
| Contact with Employers |  |  |  |  |  |  |  |  |
| Job Interviews |  |  |  |  |  |  |  |  |
| Job Offers |  |  |  |  |  |  |  |  |
| Administration |  |  |  |  |  |  |  |  |
| **Daily Totals**  (In Hours) |  |  |  |  |  |  |  | **Grand Total** (Hours) |
| **Self-Care Activities** | | | | | | | | |
| Sleep |  |  |  |  |  |  |  |  |
| Exercise |  |  |  |  |  |  |  |  |
| Time with Family |  |  |  |  |  |  |  |  |
| Time with Friends |  |  |  |  |  |  |  |  |
| Pursuing Hobbies |  |  |  |  |  |  |  |  |
| **Daily Totals**  (Hours) |  |  |  |  |  |  |  | **Grand Total** (Hours) |
| Three good things that happened in search/career this week| | | | | | | | |
| My goals for next week | | | | | | | | |
|  | | | | | | | | |
| Comments/Notes: | | | | | | | | |

Job Search Activities Definitions

**Research** – Information gathering on industries and companies, done on the web, at the library, from databases, the business section of newspapers and magazines, local publications, specific employer web sites, annual reports, press releases

**Career Development** – Attending industry seminars, job search workshops, meetings with your career coach, continuing education classes, pursuing certifications and accreditations

**One-on-one Networking** – Meetings with new contacts, former colleagues, professional friends, centers of influence, connectors, and referral sources – often over coffee or a meal, or at the other person’s office

**Group Networking** – Business card exchanges, chamber of commerce events, trade association meetings, professional conferences, networking clubs, job seeker mixers, job fairs

**Responses to Ads/Postings** – Research, filter, and select a small number of online and offline classified or “help wanted” advertisements to respond to each week

**Letters/E-Mails** – All outgoing correspondence via e-mail or “snail mail,” excluding responses to job search ads and postings

**Contact with Recruiters** – Phone and in-person contact with executive recruiters, search firms, employment agencies

**Contact with Employers** – Phone and in-person contact with targeted employers, including hiring managers, other decision-makers and human resources

**Job Interviews** – Meetings and phone calls to discuss open positions for which you are an active candidate, including individual and group interviews

**Job Offers** – Meetings and phone calls to receive actual job offers, including negotiating and finalizing all the details

**Administration** – Buying office supplies, organizing work space, making folders, setting-up databases, filing papers, updating your schedule, following-up on project details