

Job Search Action List

It is imperative to hit the ground running with your job search. Sometimes it's hard to know where to start. The below list is a set of actions one should take to get the process started. Never forgot, God loves you and He will never leave nor forsake you (Deuteronomy 31:6)!

1. Get Your Team in Place

- a) Surround yourself with people who will pray and encourage you
- b) Set up a weekly accountability partner to review your weekly progress
- c) It is important to not isolate yourself so make every effort to engage with people, groups and events that will assist you towards your job search. Make no mistake about it, the evil one wants to isolate you and fill your mind with discouraging thoughts (lies).

2. File for Unemployment

- a) Call 800-939-6631 or www.twc.texas.gov
- b) This process takes 2 weeks before you will receive your first check
- c) If you have any issues filing, you should contact your State Representative or State Senator's local office for assistance

3. Order Business Cards

- a) Some online print shops options:
 - a. Vistaprint.com
 - b. Gotprint.com
 - c. mmdfw.com
 - d. zazzle.com
- b) Short term cards can be printed using Avery or other micro-perforated stock.
- c) Your business card should have your name, contact information with a title that fits the type of position you are seeking (Mechanical Engineer, Sales Professional, Non-Profit Development). Also, do not forget to add your LinkedIn address.

4. Plan Your Health Insurance

- a) Cobra must be done within the first 60 days
- b) www.CobraBusters.com is a good resource for information about health insurance
- c) To find a wide range of insurance health plan options, check out https://www.healthsherpa.com/?agent_id=HolmesMurphy

5. Develop Your Networking List

- a) Networking is how people are finding their next jobs in today's environment. Studies show that 73% of all job found are through networking!
- b) It is not who you know, but who they know
- c) Set up or update your LinkedIn www.linkedin.com account immediately to reflect your value
 - a. Refer to separate document that highlights the "Key to Higher LinkedIn Profile Rankings"
- d) Develop your 30 second value statement that you can tell people when letting them know you are during a job search
 - a. Refer to separate document addressing the development of your "30 Second" value statement

- e) Use www.careerDFW.org to find a networking group that fits your needs. We recommend you check out the networking group Southlake Focus Group <https://southlakefocusgroup.com/>
- f) Make networking a lifelong action!

6. Your Finances

- a) Assess your financial situation by determining how many weeks / months can you go before running out of money.
- b) Cut all unnecessary bills (Example: cable, gym membership) to extend your runway
- c) Pay your bills to protect your credit rating
- d) Seek budget assistance with a professional. Prestonwood Foundation offers such a service
- e) In the event you cannot make a payment, you should communicate such with the company you owe. Inquire if they have any type of assistance program.

7. List Your Success Stories

- a) Be humble, but confident ... and always be truthful.
- b) These are the basis for your Cover Letter, Resume and Interviews
- c) This effort gives you a basis to comfortably answer almost any interview question through a story
- d) Provide numerical or percentages to show your success if appropriate. Example: Increased sales by 75% over a three timeframe. To assist you in coming up with quantifiable results, use the “so what” technique.
 - a. Example of the “so what” technique:
 - i. I was the top salesman in the company → so what?
 - ii. I had \$100 million in annual sales → so what?
 - iii. I brought on 5 new customers → so what?
 - iv. This increased my sales by over 50% in just 2 years → so what?
 - v. This increased profitability to my region by 37%

8. Determine Your Core Competencies

- a) What are you better at than others
- b) Why does an employer need your skills
- c) In what industries do you best contribute
- d) If you're interested in career vs personality assessments:
 - a. <http://www.livecareer.com>
 - b. Contact the Prestonwood Foundation Office for a free *Career Direct* Assessment tool

9. Write a Flexible Resume

- a) Resumes need to be written concisely and effectively to impress
- b) Your resume should be no more than two pages long
- c) Success stories and core competencies should be the Foundation
- d) Resume should be flexible so that it can be focused on the specific desired opportunity and should include “key words and phrases” (more on this subject in the below step)
- e) Prestonwood Foundation Career Transitions site (prestonwood.org/careertransitions) offers several basic resume templates to choose from
- f) Microsoft Word has a resume template → hit “create’ and use the resume assistant.
- g) Note on including your picture on your resume. Most experts say to avoid adding a photo on your resume.

10. Key Words and Phrases

- a) Resumes can be pre-scanned electronically with Applicant Tracking Systems (ATS) looking for key words and phrases.
- b) Even if the ATS is not used, recruiters will spend a short time looking at a resume looking to identify desired words and phrases
- c) How to determine the right key words and phrases for submitting your resume (this is why your resume needs to be flexible because the words and phrases will be different for each company/opportunity):
 - a. Analyze job posts for skills the employer desire → reading through the job post is where you will find keywords and phrases. Employers will clearly lay out their criteria for an exceptional candidate, oftentimes mentioning the most desired skills in the first paragraph of their job post. As you read through the job description, highlight all the keywords you see.
 - b. Examine the company's website → you will find keywords that reflect the brand and values of the company. You should use these words if they match your personal values.
 - c. Indeed offers a great free resource that goes into so much more detail that you should review. Go to: <https://www.indeed.com/career-advice/resumes-cover-letters/resume-keywords-and-phrases>

11. The Interview

- a) In preparing, you should view the interview from the interviewer's goals. The interviewer needs to determine if you can do the job (qualified)? Will you do the job (motivated)? Will you fit in (company's culture)? Can they afford you (compensation)?
- b) Practice Interview Questions (Common & Behavioral) by writing out answers or record yourself. There is always the chance for bizarre questions out from left field. Most of the time they want to see how you handle – always stay cool and calm.
- c) Always be on time. If you are not 15 minutes early for the appointment, you are late! Know exactly where you are going beforehand.
- d) Ask the representative who set up the interview what the dress code is for the meeting. Be well groomed with clean and neatly pressed clothes.
- e) Write a follow-up thank you letter and mail the day of the interview. Also send an email several hours after the interview.

12. Determine Target Companies

- a) Visit local cities Economic Development websites for the companies in the area
 - a. Example: Plano Economic Corporation www.planotexas.org
- b) Libraries give access to Company information
 - a. www.referenceUSA.com is a great source
 - b. www.zoominfo.com is a good source
- c) Fifty companies are a good target list for a start

13. Leverage Resources / Put People to Work for You

- a) Create distribution lists of family, friends, church groups, etc. and ask for help in your job search
- b) Ask them to:
 - a. Keep their eyes open for your job title and description of your target job and what you do
 - b. Forward your email to other friends and family (but not companies)
 - c. Reply with any job leads, resend the emails every 4 weeks to remind them you're still looking for leads that lands a job
 - d. Don't be apprehensive to ask people to help you! People want to help!

14. Using the Internet for your Job Search

- a) Posting your Resume & Refresh on Fridays
 - a. www.Careerbuilder.com
 - b. www.Dice.com for IT positions

- c. www.ziprecruiter.com
 - d. www.indeed.com
 - e. www.glassdoor.com
 - f. www.usajobs.gov for government jobs
 - g. Check your College /University to see if they have a Job Board
- b) Finding job opportunities
- a. Sign up for the Prestonwood Foundation Job Flash
 - b. Search the Job Boards of local cities (example:www.plano.gov)
 - c. www.careerDFW.org
 - d. www.indeed.com
 - e. www.wellfound.com
 - f. www.otta.org
 - g. www.trueup.io
 - h. www.getwork.org
 - i. www.dice.com
 - j. www.jobs2careers/Dallas-TX
 - k. www.JobsinDallas.com
 - l. www.simplyhired.com
 - m. www.careerbuilder.com

15. Job Fairs

- a) Research Companies
- b) Determine Targets
- c) Be prepared to interview on the spot
- d) Follow-up with your contacts with thank you notes

16. Develop Your Strategic Networking Based Job Search

- a) To watch a presentation to learn more go to :
<https://drive.google.com/file/d/1BUUjGVnlBhE3HY00NsQxGTv12IUeuvtX/view?usp=sharing>
- b) To learn more about setting up LinkedIn for your job search go to:
<https://drive.google.com/file/d/1yY5T8ln6jR6TADD8fMiJoxMHfnsZSuDB/view?usp=sharing>
- c) If you would like to have a one-on-one session with Ron Kelley to map out your game plan, please contact him at 972-820-5439 or rkelly@prestonwood.org

17. Other Resource

- a) <http://www.rileyguide.com/> Tons of useful guidance
- b) <http://www.quintcareers.com/> Sample documents
- c) prestonwoodfoundation.org for a wide range of assistance pertaining to personal finances and benevolence

18. Lastly, Thank and Praise God for the job He has in store for you! You may not see it at this moment, but God does! Job search for the believer is a journey of faith. Exercising our faith is trusting Him and believing in what we cannot see (Hebrews 1:1). Take this season of career transitions to receive what it is that God is trying to teach you. All things are possible with God. He will take the most worrisome seasons of our life and turn it into something truly amazing and good (Romans 8:28). If there has never been a time in your life where you have trusted Jesus Christ as your personal Lord and Savior, I want to encourage you to do so today (John 3:16) and let us know about your decision!