

# JOB SEARCH PLANNING

THE BEST WAY TO FIND A JOB

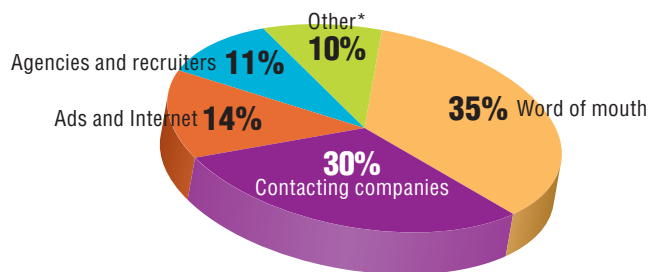
## HOW PEOPLE FIND JOBS

People spend the least amount of time during their job search contacting companies directly or talking to people about their job search, and they spend most of their time looking at ads in papers and online.

However, people *find* jobs from four major sources:

- Word-of-mouth referrals
- Direct contact with companies
- Advertisements and Internet listings
- Employment agencies and recruiters

Of these four major sources, most people find jobs through word-of-mouth referrals and by contacting companies directly. However, all of these sources produce results.



\*Includes referrals from schools, unions, trade journals, and civil services (government) tests

Successful job seekers spend some time using each source, and they spend the most time using the sources that produce the most success. The Career Workshop, taught in LDS employment resource centers and by employment specialists, can help you achieve success with each source.

## WEEKLY JOB SEARCH MODEL

To achieve job-searching results as quickly as possible, you should:

- Contact at least 10 people or resources per day, 5 days per week.
- Get 2 new referrals from each contact.
- Set up at least 2 face-to-face meetings or interviews each day.

The following model, based on the goal of contacting 50 people or resources per week, will help you optimize your job search. After contacting companies and employers, be sure to follow up within a few days to maintain momentum.

### Word-of-Mouth Referrals

Make at least 18 networking contacts per week.

### Contacting Companies Directly

Make at least 15 contacts with companies per week.

*“Verily I say, men should be anxiously engaged in a good cause, and do many things of their own free will . . . ; for the power is in them, wherein they are agents unto themselves.”* DOCTRINE AND COVENANTS 58:27–28



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### Advertisements and Internet Listings

Limit your use of this source to 7 leads per week.

### Employment Agencies and Recruiters

Limit your use of this source to 5 leads per week.

### Additional Contacts

Make 5 more contacts during the week using any of the 4 main sources or through schools, unions, trade journals, or government services.

## EVALUATE YOUR JOB SEARCH

Record your daily activities, and compare your job search to the suggested model. Over time, you will see how well your search is progressing and how long the search might take. Evaluate your experiences with a job coach to determine what works well and what you might do to improve.

## REMEMBER

Employers suggest you also include the following in your job search:

- Maintain a neat appearance, including good hygiene. Body piercings and shorts can give employers a negative impression.
- Be complete, honest, and accurate on applications and résumés or curricula vitae.
- Exhibit a good attitude (be polite and eager, maintain good eye contact, smile, and so on).
- Prepare for meetings by researching companies, practicing interviewing, and bringing your personal information.

Finding a new job is a full-time job. Plan to work at it with the same discipline you would if you were working full-time. For example, keep regular working hours. It is important that family members and others support your efforts. Help them understand that if you work half-time on your job search, you will be unemployed twice as long.

Your job search is expensive. Just to make the math easy, assume you will be making \$50,000 yearly at your next job. Since most people work 50 weeks per year, your job search is costing you approximately \$1,000 per week, so try to make it as quick and efficient as possible.



## LDS EMPLOYMENT RESOURCE SERVICES

The Career Workshop, available through the LDS employment resource center or your stake employment specialist, will help you to prepare to succeed in your job search.

*"To explore other work options, I decided to apply the things I learned in the Career Workshop. Little by little my interviews started to improve, as did my confidence and my ability to find contacts. I was offered a job with not only an attractive salary and options for growth and career development, but also excellent benefits for my family."*

Rio de Janeiro, Brazil

*"Participating in the Career Workshop was one of the best decisions I ever made to advance my career."*

Adelaide, Australia