

Final Report to the Team

One of the agreements you made in the JSWT Contract is to debrief your Job Search Work Team on your entire job search project when you land a new job. Please use this outline to prepare a verbal or written report. In giving this report verbally, plan for a 10-minute presentation to the team. If you are starting your new job immediately and can't give the report in person, please write it up so a teammate can give the report for you.

1. Your name, team name and today's date.

2. Your new job. Give a brief description of your new position and organization. Please mention the two or three things about the job or the organization that you like best, those that were most important in your decision to accept the job offer.

3. Overall progress summary. Use your Progress Charts to calculate the grand totals for each of the following categories. If the demands of transitioning into your new job do not permit you to complete this, please give all of your Progress Charts to another team member and ask them to do the totals. Or make estimates based on monthly averages. Each of the numbers below is a grand total for your entire job search, beginning to end. You can record these on a blank Progress Chart, or simply list them on paper.

- TOTAL NUMBER OF WEEKS IN YOUR JOB SEARCH
- TOTAL HOURS in your entire job search
- TOTAL JOB POSTINGS - # you responded to
- TOTAL DIRECT EMPLOYER CONTACT – initial
- TOTAL DIRECT EMPLOYER CONTACT – follow-up
- TOTAL GEN'L NETWORK- search conversations with anyone at all
- TOTAL TARGET MISC.- conversations with misc. insiders
- TOTAL TARGET PEER- conversations with insiders at your level
- TOTAL DECISION MAKER (& above)- initial contact only
- TOTAL DECISION MAKER (& above)- follow-up contacts with Decision Makers
- TOTAL JOB INTERVIEWS - # of Decision Maker conversations that were job interviews

4. The story of your job search. Please briefly tell the story of your entire search. In doing so, divide your job search into phases or chapters, and give each of those a descriptive title. In giving your report, name each of the chapters and give a brief description of what happened in each.

5. Strategy. As your job search proceeded, did you modify your Project Plan (i.e. your Professional Objective, Core Message or Target Market criteria)? If so, when and why?

6. Success factors. What were the most important factors in your success? How did the team (or individual teammates) help you succeed?

7. Advice. Now that you have successfully completed your job search, what advice would you give to your teammates who are still in job search? Please keep this to one sentence.