

Your name _____ Date your search began _____

JOB SEARCH PROGRESS CHART

For the month: (circle one) Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec

AVERAGE
per week
last month

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Week beginning on: _____
(date) (date) (date) (date) (date)

TOTAL HOURS in job search this week						
--	--	--	--	--	--	--

TOTAL
for the
month

--

AVERAGE
per week
this month

--

EMPLOYER CONTACTS

JOB POSTINGS - # you responded to						
DIRECT EMPLOYER CONTACT - initial						
DIRECT EMPLOYER CONTACT - follow-up						

JOB SEARCH CONVERSATIONS

GEN'L NETWORK- search conversations with anyone at all						
TARGET MISC.- conversations with misc. insiders						
TARGET PEER- conversations with insiders at your level						
DECISION MAKER (& above)- initial contact only						
DECISION MAKER (& above)- follow-up contacts with DM's						
TOTAL conversations for the week-Total the five categories above						

JOB INTERVIEWS

# of Decision Maker conversations that were job interviews						
--	--	--	--	--	--	--

TOTAL
for the
month

--

TOTAL
for entire
search

--

Instructions for using this Job Search Progress Chart are on page 70 of *Team Up! Find a Better Job Faster with a Job Search Work Team*. Definitions of the categories used in the second column from the left are on the other side of this sheet.

Job Search Progress Chart: Definitions of Categories

TOTAL HOURS in job search this week

The total number of hours you spent in job hunting in the last seven days, including research, educating yourself on effective job hunting, talking to people, applying to posted jobs, administration, e-mailing, and everything else you did in your search, whether or not you regarded those activities as productive or successful.

EMPLOYER CONTACTS

JOB POSTINGS - # you responded to

The total number of individual job postings that you responded to, regardless of where they appeared.

DIRECT EMPLOYER CONTACT – initial

The total number of employers you contacted without an introduction or posting, either by phone (cold calling) or by e-mail/snail mail (direct mail). This category includes only the first contact with each. Voicemails, e-mails and letters with no response are all counted. Completed job applications count as contacts here. Making an initial contact with a staffing or search firm is counted here, since they are an outsourced part of the employer's staffing function. If you actually had a conversation with someone, count it in JOB SEARCH CONVERSATIONS, below.

DIRECT EMPLOYER CONTACT – follow-up

The total number of employers you attempted to follow-up with by phone or in writing, after an initial cold call or direct mail contact. This includes only second and successive contacts. Voicemails, e-mails and letters with no response are all counted. If you actually had a conversation with someone, count it in JOB SEARCH CONVERSATIONS, below. Please note: this is follow-up with Decision Makers that you have NOT spoken with.

JOB SEARCH CONVERSATIONS

GEN'L NETWORK- job search conversations with anyone not at a targeted organization

The total number of job-search related conversations you had with anyone who is not currently employed in one of your target organizations. Successive conversations with the same person are all counted here, as are two-way conversations with staffing or search firms.

TARGET MISC.- conversations with misc. insiders

Conversations with anyone inside a targeted organization who is not a peer or Decision Maker.

TARGET PEER- conversations with insiders at your level

Conversations with anyone inside a targeted organization who is more or less at your level.

DECISION MAKER (& above)- initial contact only

Conversations of any length – in person or on the phone — with a person who could be your next boss, or with that person's boss or anyone above them. Count only the first conversation with that person in this category. Count all successive contacts in the follow-up category, so that this number is the number of different Decision Makers you've talked to. An e-mail exchange in which each party sends three or more e-mails is counted as one conversation.

DECISION MAKER (& above)- follow-up contacts

This is where you count all successive contacts with Decision Makers contacted above. Research shows that job hunters who re-contact each and every Decision Maker every two to four weeks find jobs more quickly than those who do not do this. These follow-up contacts do not need to be conversations. While conversations are much better if you can politely get them, these can also be contacts with no response, just like Direct Employer follow-ups.

JOB INTERVIEWS

of Decision Maker conversations that were job interviews

This is a sub-category of Decision Maker contacts, so any actual job interview – no matter how you got it — is counted in both categories. Initial post-interview follow-up is usually in writing and should be carefully thought out. If you are not selected, continue to do Decision Maker follow-up as above. You were a finalist. They liked you. Let them off the hook for not selecting you. Do not put them on the defensive. Continue to tell them how you would still like to work there, should another opportunity arise. This is just as important as other follow-up.