

The Job Search/Career Search Process

Information learned in each step increases your knowledge and understanding from previous steps. For example, your résumé and cover letter will be further refined by practicing interview questions and networking. Although the steps are numbered, you can see that the path is not a straight line; The Career Success Manual guides you through these interconnected steps.

1 Schedule and Prioritize
Your Search Activities

2 Personal Awareness
Know your Motivations & Hindrances

These two first steps are the foundation of your search activities. Scheduling and Prioritizing increases your productivity which boosts your confidence. Personal Awareness and knowing your motivations and hindrances will help you make the most of your most valuable resource—yourself!

3 Target a position & research
duties, skills & requirements

8 Research salary &
prepare to negotiate

4 Research the
market/demand for position

6 Practice for
interview questions

9 Crafting your
introduction

5 Write your (PAR)
Problem, Action, Result
stories & list your Skills

7 Write Résumé &
Cover Letter

10 Networking &
follow-up

11 The Research Interview
FOCUSING your career path

Step 12** Your New Career is not the end—it's the beginning of a lifetime of career success and promotions. Continue these steps, starting with step 3. Target your next promotion/position and **continue to document your accomplishments.

12 Your New Career:
preparations for
promotion/new career