



EDEN RITCHIE RECRUITMENT

JOB SEARCH PLANNER

TAKE CONTROL OF YOUR CAREER



edenritchie.com.au

STEP ONE

REFLECT ON YOURSELF

WHERE AM I IN MY CAREER?

Self-reflection is an important part of any career. It requires learning about yourself on a regular basis.

Step one invites you to:

- Reflect on your current or most recent role
- Evaluate your strengths and weaknesses

Where are you now? Where do you see yourself in five or ten years' time?
What training or job/s do you need to reach your goal?

What are your strengths, values and weaknesses?

Strengths

Values

Weaknesses

TIP – Reflecting on both strengths and weaknesses helps you identify opportunities right for you

What are you passionate about?

What skills do you need to develop to reach your five to ten year goal?

STEP TWO

PLAN YOUR NEXT MOVE

WHAT DO I WANT IN MY CAREER?

After self-reflection, you need to define your immediate next career move.

Step two invites you to look at what you want from your next role and employer.

What role represents the next step towards your five to ten year goal?

What kind of work environment and culture brings out the best you?

What role or employer best aligns with your values?

What salary and other benefits are you looking for?

What are any obstacles you may have?

STEP THREE

PUT THINGS IN ACTION

FIND THAT NEXT OPPORTUNITY

The first time an employer looks at your resume, they will likely scan to see whether your profile is a good match for the job. This means that you want your most relevant skills and experiences to be easy to find.

A strong summary statement at the top of your resume can increase the chances of them noticing what you have to offer from the start.

To write a professional summary, consider and record your most important experiences and skills. This can include (but is not limited to) items like certifications, soft skills, technical skills, awards or other achievements.

Next, carefully review job descriptions for positions you're interested in applying for and take note of the requirements that overlap with your own qualifications.

Step three invites you to create a standout professional summary to impress employers.

Write a professional summary for your CV and LinkedIn profile (50-150 words)
This should focus on what you can offer an employer.

TIP – Your statement should start with a key adjective for yourself, use the active voice and include key action words to describe your experience.

STEP FOUR

SET UP YOUR PLAN

FIND THAT NEXT OPPORTUNITY

A job search involves more than sending off CVs and waiting for responses. Essentially, you want to be proactive and create opportunities for yourself. Target the right organisations, be focused in your networking efforts, and keep progressing your applications.

Goal setting is about noting the steps required to reach your end goal. The following tips will help guide your efforts each week.

Step four invites you to set your goals for your job search each week.

- Identify at least five prospective employers
- Review and Improve your CV
- Find and apply to at least three jobs
- Research common interview questions and prepare for interviews
- Schedule a meeting with a recruitment expert
- Set up alerts and review matches or search at least two job sites
- Add new people to your career network. Make 10 new connections on LinkedIn
- Thoroughly check your applications, cover letter and CV for errors
- Follow up all pending job applications.
- Strengthen your skillset – learn a new skill, read a self-help book / article

NOTES

WEEKLY PLANNER & GOALS

YOUR SHORT-TERM TASKS AND LONG-TERM GOAL

Monday
Tuesday
Wednesday
Thursday
Friday

Saturday
Sunday

CHECKLIST

	M	T	W	T	F	S	S
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

NOTES

When setting your goals, we recommend you use the **S.M.A.R.T** technique.

→ All your goals should be:

- S:** Specific (or Significant)
- M:** Measurable (or Meaningful)
- A:** Attainable (or Action-Oriented)
- R:** Relevant (or Rewarding)
- T:** Time-bound (or Trackable)

My long-term goal is:

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I will achieve this by:

--

SHORT TERM GOALS

GOAL:

Start:

End:

Actions:

GOAL:

Start:

End:

Actions:

GOAL:

Start:

End:

Actions: