

Job Seeker's Playbook – Building your skills one step at a time v(20.2) - Week of _____

Setting yourself up for success:

- What are my new Specific, measurable, achievable, relevant, and time-specific (SMART) goals?**
(1) _____
—
(2) _____
—
(3) _____
—
- Who can help me achieve these goals:**

Making Success Happen First Steps:

- My commitment to myself**, how much time did I invest in me?
Monday ____ Tuesday ____ Wed ____ Thurs ____ Friday ____ Sat ____ Sun ____ Total: ____
(1-5 hrs/week – A start; 6-10 hrs/week – Better; 10 hours – Ideal; 10-15 hours - Incredible)
- How many jobs have I applied to?** (Always try to use a cover letter and ATS resume)
Monday ____ Tuesday ____ Wed ____ Thurs ____ Friday ____ Sat ____ Sun ____ Total: ____
(1 –3 A start; 4-6 Better; 7-10 Great effort; 12+ Awesome Effort)
- Networking:** How many people have I talked to/texted/connected/emailed about skills and jobs?
Monday ____ Tuesday ____ Wed ____ Thurs ____ Friday ____ Sat ____ Sun ____ Total: ____
(1 – okay; 2-5 better; 5-10 strong effort; 10+ excellent work)
- Building your skills:** Micro-credentials you're working on this week.

- Online Job Search:** Only 20-30% of available jobs are ever posted.
 - o *Google.ca*
 - o *Indeed Canada*
 - o *Connect2Jobs*
 - o *LinkedIn (Be sure to scroll down your home page when using LinkedIn)*
 - o *Glassdoor*
 - o *Eluta.ca*
 - o <https://www.grey.ca/government/careers/jobs-around-grey-county?utm>
 - o <https://www.facebook.com/groups/217496264951829> Grey/Bruce Opportunities
 - o Organizational-specific sites (*Chamber of Commerce, Municipal, and organization websites*)
 - o Job Bank Canada and jobbank.gc.ca/persons-with-disabilities
 - o ableandavailable.ca – For job seekers who live with barriers.
 - o jobsability.ca – For job seekers who live with barriers.
 - o accessiblework.ca – For job seekers who live with barriers.
 - o YMCA Job Board
 - o Community Job Fairs
 - o Other:

Monday ____ Tuesday ____ Wed ____ Thurs ____ Friday ____ Sat ____ Sun ____
(1 day/ week – a Start; 2 days/week Better; 3 days/week Ideal; 4-5 days/ week – Awesome)

Taking the next steps to achieving your employment goals

- Cold Calls** - In person is always best, phone calls next, and finally emails)
Monday ____ Tuesday ____ Wed ____ Thurs ____ Friday ____ Total: _____

(1-3/week – it's a start; 4-7/week – Better; 8-12 excellent work; 13+ You Rock

- Following Up** – The key to standing out and success.
Monday ____ Tuesday ____ Wed ____ Thurs ____ Friday ____ Sat ____ Sun ____ Total: ____
(1-3/week – Already gives you an advantage; 4-7/week – better; 8-12 excellent work; 13+ You Rock
- Check your Voice Mail and Junk Folders:** If you don't, it's like buying a lottery ticket and not checking your numbers.
Monday ____ Tuesday ____ Wed ____ Thurs ____ Friday ____ Sat ____ Sun ____
- Basic Networking metrics for LINKEDIN:** Connections at the start of the week: ____
Connections at the end of the week: ____
Followers at the start of the week: ____
Followers at the end of the week: ____
Post Impressions: ____
Search Appearances: ____
Profile Views in the past 7 days: ____
- Keeping Track:** Update your Job Tracker (using the AT-2 form)
Monday ____ Tuesday ____ Wed ____ Thurs ____ Friday ____ Sat ____ Sun ____

Collaborating on your next steps:

- What were my WINS/Lessons Learned this week:**
-

- What job search skills do you want to improve next? (Check all that apply)**

Building the tools you need for a Good Start

- What jobs would you like?
- What will success look like?
- Full/part-time?
- Where do you want to work?
- Transportation.
- What skills do you have, what do you need?
- Transferable skills
- How can you upgrade?
- Digital Skills
- Certifications: G1, 1st Aid, MH 1st Aid, Cannell, Safe Food, Smart Serve, Other
- What accommodations do you need? (askjan)
- Supports: Passport ODSP/OW/GBLC
- Have you filed your taxes ?
- Life Stabilization Needs
- References/networking/allies
- Social/work Anxiety Level
- Self Advocacy**

Building your foundation

- Resume (ATS/Marketing)
- Cover Letter
- Job Search skills, how, where, how often.
- Hidden job search
- Job Fairs
- Job Seeker Playbook
- Interview Prep & Skills

- Cold Calls/elevator pitch
- Networking (Friends, family, and others)
- Application Essentials
- Using AT-2 tracker
- Dealing with difficult people
- Building Confidence/decision making
- Presentation/Appearance
- Soft Skills/social cues
- Mentorships

Implementing and Adjusting

- Finding "The Right Fit:
- Leveraging LinkedIn
- Reevaluating Success
- Dealing with procrastination
- Dealing with frustration
- Building and retaining confidence
- Using all of the tools

Taking the next steps

- Preparing to return to work
- Accepting a Job
- Hiring Paperwork
- Orientation and onboarding.
- Ongoing support
- How to keep a job.
- How to change jobs.
- How to protect your rights
- Dealing with Frustrations