







Phase	Goal	Tasks
 Identify Job Target	Identify the job or jobs that are appropriate for your preferences and qualifications.	<ul style="list-style-type: none"> • Define characteristics of ideal work role and environment • Assess qualifications including experience and education
 Identify Prospective Employers	Develop a list of possible employers who meet your criteria.	<ul style="list-style-type: none"> • Research industries and specific organizations • Evaluate and set priorities based on research
 Build Job Search Tools	Identify and develop appropriate job search tools to present your qualifications to employers.	<ul style="list-style-type: none"> • Produce targeted resume • Write model cover letters • Develop broadcast letter for cold contacts • Update social networking profiles • Develop 20 second introduction • Design networking announcement
 Implement Job Search	Execute a well planned, high energy and consistent job search that produces interviews.	<ul style="list-style-type: none"> • Develop and implement a job search strategic plan • Set weekly goals and monitor progress
 Interview Employers	Engage prospective employers in dialogue to determine mutual interest.	<ul style="list-style-type: none"> • Interview practice to learn techniques • Get pre-interview coaching • Perform post-interview debriefing
 Negotiate Offer	Negotiate a total compensation package that meets or exceeds your stated goals.	<ul style="list-style-type: none"> • Practice negotiation to learn techniques • Get pre-negotiation coaching