

Strategic Job Search Worksheet- Defining the Parameters

TARGET POSITION/PREFERRED WORK FUNCTIONS: Based on your FOCUS 2 assessments and O*NET research about occupations, what are the three to five job functions you will target?

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What skills, abilities and accomplishments do you have that support your goal?

Skill	Skill	Skill	Skill

TARGET GEOGRAPHIC LOCATIONS: Do you have geographical limitations or are you free to move anywhere for the right opportunity? What are your targeted locations? Consider city and state. Consider cost of living and personal connections and support.

Geographic area: _____

Geographic area: _____

Geographic area: _____

TARGET INDUSTRIES/TYPES OF EMPLOYERS: Based on what you know about yourself so far, what industries and or business sectors are you most attracted to at this point? What size of an organization matters to you by sales or total number of employees? Based on your own values, what kind of organizational culture are you seeking?

Types of Industries: _____, _____, _____

Target Size of Organization: _____ (#employees and/or total sales)

Organizational culture: _____

TARGET ORGANIZATIONS: A rule of thumb is that you need to identify at least 200 target contacts and/or organizations to get to 7 job interviews to get to ONE job offer. Begin by identifying 50 contacts/organizations in your target job function, geographic area and industry.

	Location	Industry	Organization
1.			
2.			
3.			

