

HOW TO PLAN YOUR JOB SEARCH

The goal of this resource is to help you take control of your job search timeline and provide you with strategies for advancing your job search process. It will be most useful for people who need to find a job within a certain timeframe and who want to be as effective as possible at every stage of the process.

This plan will help you design your timeline, set your expectations, monitor your progress, and make adjustments, as necessary, to improve your outcomes. To make the most of these recommendations, plan to put them into action once you have your resume completed and are ready to start actively applying for opportunities.

Understanding the Job Search Timeline

The first step in planning your job search timeline is understanding the main factors that influence how it plays out. These factors are:

1. the time it will take you to apply to the right job (the company that ultimately hires you)
2. the time between the application and the offer.

For example, if you estimate that it will take you four weeks to apply for the right job and another three weeks between the application and the offer, you should plan to receive a job offer in seven weeks.

We'll begin by discussing how to develop estimates for your job search so you can plan your own timeline accordingly.

The time it will take to apply to the right job

How long it takes you to apply to the company that you eventually work for depends on how many total roles you need to apply for, and the frequency of your applications. For example, if you determine that you'll need to apply to 50 roles, you can do this in ten weeks at a rate of five applications per week, or in two weeks at a rate of 25 applications per week.

It is important to estimate how many total roles you will need to apply for, as this will help you determine how many applications you'll need to submit every week to reach your goals. To make this estimate, try to determine what you expect the following numbers to be, then bring these numbers together for a total number of applications you should plan to submit:

- Application-to-first interview success ratio
- First interview to second interview success ratio

Job Search Planning Guide

Michael Seilmaier



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