

# North Coast Job Seekers Job Search Process Road Map

This document describes the three major categories of the NCJS Job Search Process Map along with what can be found in each section.



It is important to note that the Road Map is not a simple 1-2-3 stage process. Rather, it is more organic and dynamic – the steps lead to one another, and in the end lead back to the beginning. It is easier than it sounds, is more intuitive, and is more effective than a “do this list of things and you’ll land your dream job” approach.

## Define

This section contains what you need to focus on to properly start your search. Before moving onto “Plan” and “Execute”, spend time here to clearly define your value proposition as well as where you want to be moving forward.

- Self-Assess
  - Links to Myers-Briggs, StrengthsFinder, etc...
  - Articles on personality types, etc...
  - S.T.A.R. Stories, exploring what you are great at doing
- Goals
  - What are the goals of your search?
  - Will you be looking for a similar role?
  - A transition to a new industry?
  - Entrepreneurship? Consulting? Part-time?
  - How much time can you devote to your search?



## Plan

The Plan section is where you organize yourself and your approach to your search. Leverage available resources to assist in identifying target industries and organizations, opportunities, as well as people to network with. Also, investing in materials that will draw you into discussions and interviews is critical to your success.

- Resources
  - Links to financial planning resources
  - Time management ideas
  - Links to resources to help with the emotional up's and down's of a search
- Research
  - Reference USA
  - LinkedIn Searches, how-to's
  - Crains, industry news feeds, etc...
- Document
  - Resumes
  - Cover Letters
  - Thank-you letters
  - Marketing Plans
  - Business Cards
  - Forward-able emails
- Tools
  - This section will contain instructions for assembling the tools for your search.
  - Contact tracking, project tracking, CRM
  - Social media: Professional "head shots", email rules, do's and don'ts
  - Basically, anything you will need to help you get the job done.



## Execute

The Execute section covers topics related to the traditional job search: Networking, Applying, Interviewing, Negotiating your offer, and guides to successfully on-boarding into your new role. The work done in the Define and Plan sections is what will get you to this point.

- **Network**
  - How to work a room
  - How to contact a reference
  - How to ask for introductions
  - Utilizing your tracking lists
  - Reaching out to your network
- **Apply**
  - Where to apply
  - How to apply
  - Do's and don'ts of on-line applications
  - Should I use snail mail?
- **Interview**
  - Preparing for an interview – company research, tough question preparation
  - What to wear
  - What to say and what not to say
  - Panel Interviews
  - Situational interviews
- **Follow-up**
  - When, and how often to follow-up
  - Links back to the document section for thank you letters, etc.
- **Negotiate**
  - Salary and benefits negotiation
  - Timing and approach
  - Do's and don'ts
- **On-Board**
  - First 90 Days
  - Announcing your new position
  - Maintaining your network