



Job Search Strategy Toolkit

A successful job search requires a clear plan. This toolkit will help you organize your time, expand your reach, and stay motivated throughout your job search journey.

1. Define Your Goals

- Clarify your career interests and transferable skills.
- Make a list of your preferred job titles, industries, and employers.
- Identify geographic preferences or remote options.

2. Build Your Job Search Plan

- Dedicate specific time each day or week for job searching.
- Create a spreadsheet to track applications, follow-ups, and interview dates.
- Set weekly goals (e.g., apply to 5 jobs, attend 1 networking event).

3. Where to Look for Jobs

- Job boards: USAJobs.gov, LinkedIn, Indeed, Idealist, state/local government sites.
- Company websites: Visit career pages of target employers.
- Recruiters and staffing agencies.
- Local job fairs (virtual and in-person).

4. Tap into Your Network

- Reach out to friends, colleagues, alumni, and SHRM connections.
- Ask for informational interviews to learn about roles or companies.
- Let people know you're job searching — they may have leads.

5. Stay Organized and Motivated

- Celebrate small wins — even just completing an application.
- Join a job seekers group for encouragement and accountability.
- Take breaks and care for your mental health.
- Remember: Job searching is a job in itself!