

Weitzel Work Search Process Diagram

<p>Transition Process (self care)</p>	<ul style="list-style-type: none"> a. Spiritual b. Emotional c. Social d. Physical e. Financial
<p>Professional Objectives (career counseling)</p>	<ul style="list-style-type: none"> a. Career Goals b. Mission c. Signature Skills d. Special Calling/Preferences e. Work Autobiography
<p>Goal Setting (develop a plan)</p>	<ul style="list-style-type: none"> a. Written action plan b. Weekly search schedule <ul style="list-style-type: none"> 1. 25-35 hours weekly 2. 15-30 contacts weekly 3. 1-2 new decision makers contacted weekly 4. Follow up contact with decision makers 5. 5-50 letters, notes, emails c. Work search record keeping d. Work search progress tracking
<p>Potential Employers (numbers game)</p>	<ul style="list-style-type: none"> a. # of companies in your area/industry b. # of selected jobs in (a) c. # of openings in (b) d. avg # of years for (a) e. # of openings @ month in (c) <ul style="list-style-type: none"> 1. <10: expand target area or professional objective 2. 10-50 per month: ok 3. >50 per month: narrow focus

<p>Networking (identify insiders)</p>	<ul style="list-style-type: none"> a. Informational meetings <ul style="list-style-type: none"> 1. Beginning, Middle, Close 2. Common Interests, Talking Shop 3. Conversational/Developing Trust b. Networking “five to thrive” c. Networking “three to flee” d. Identifying/Contact decision makers e. References
<p>Core Message (self-marketing)</p>	<ul style="list-style-type: none"> a. Prepare résumé/cover letter <ul style="list-style-type: none"> 1. Skills 2. Experiences 3. Abilities 4. Knowledge 5. Achievements 6. Education 7. Personal Characteristics b. Stories & behavioral based responses c. Seven search options d. Portfolio
<p>Interview/Dialogue (decision makers)</p>	<ul style="list-style-type: none"> a. Interview/dialogue sequences b. Past, Present, Future c. Interview formats d. Behavioral-based interviewing e. Professional Appearance – image f. Post Virus – New Normal g. Person – Environment Fit
<p>Negotiation/Dialogue (final step)</p>	<ul style="list-style-type: none"> a. Preparation b. Six-step sequence c. Job offer details d. Response to offer e. Negotiating/dialogue f. First day on the job