Welcome to

“Take Your Job Search Campaign Up a Level: What to Do When You’re Still Not Getting That Job You Want (and Need!)”

Workbook

Name: __________________________________
### EXERCISE #1  Your GPS Check

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>1. Am I generally upbeat and optimistic about my job search more than half the time?</td>
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<tr>
<td>2. Am I happy with the amount of time I’m spending with friends, family and things that are important to me beyond my work life?</td>
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<td>3. Am I crystal clear about what I’m looking for?</td>
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<td>4. Does my resume and other materials convey clearly what I have to offer (by way of accomplishments, examples, etc.)?</td>
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<td>5. During my 3 most recent networking conversations, did I listen more than I talked?</td>
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<tr>
<td>6. Beyond the 1 job title I’m looking for, have I identified at least 10 more titles or areas that could be potential jobs for me?</td>
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<tr>
<td>7. Do I have a target list of at least 20 organizations that I would be interested in working for(beyond the ones where I’ve already applied)?</td>
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<tr>
<td>8. Have I researched each of these organizations thoroughly?</td>
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<tr>
<td>9. Am I pursuing these organizations actively - regardless of whether or not they have posted openings?</td>
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<tr>
<td>Question</td>
<td>1</td>
<td>2</td>
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<td>------------------------------------------------------------------------</td>
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<tr>
<td>10. Am I following up with every contact I make?</td>
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<tr>
<td>11. Am I growing my skill base every single day?</td>
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<tr>
<td>12. Do I track <strong>all</strong> my job search related activities?</td>
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<tr>
<td>13. Do I have a somewhat detailed plan for what I intend to do</td>
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<td>each day on my job search?</td>
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<tr>
<td>14. Do I follow the news – in my field – and outside of it every</td>
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<tr>
<td>single day?</td>
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<tr>
<td>15. Do I spend at least ½ of my job search time outside my</td>
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<tr>
<td>home/office?</td>
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<tr>
<td>16. Could I explain to someone who is not in my field, where</td>
<td></td>
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<tr>
<td>LIS is headed in the next 5 – 10 years?</td>
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</tbody>
</table>
EXERCISE: Who is on your team?

List at least 2 current or former colleagues whose feedback you trust.

__________________________________________

__________________________________________

__________________________________________

List at least 2 friends you can rely on for support and encouragement.

__________________________________________

__________________________________________

__________________________________________

List at least 2 family members you can ask for feedback from.

__________________________________________

__________________________________________

__________________________________________

List at least two others (former bosses, church members, community organization members) you can turn to for advice and feedback.

__________________________________________

__________________________________________

__________________________________________
EXERCISE     My Value Proposition

The value I provide includes:

_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________

I provide this value by:

_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________

The value I provide is important because:

_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________

The organizations that would be most interested in the value I provide include:

_____________________________________________
_____________________________________________
_____________________________________________
_____________________________________________
EXERCISE  What’s stopping you?

Some beliefs I have that may be limiting me in my job search include:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Some “rules” I have been following that may be holding me back in my job search include:
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
EXERCISE     Intelligence Gathering

Expanding my geography would mean including these new geographic areas:

Increasing my list of possible options would include:

_________________  __________________  __________
_________________  __________________  __________
_________________  __________________  __________
_________________  __________________  __________
_________________  __________________  __________
_________________  __________________  __________
EXERCISE  Growing Your Options by 5 (at least!)

Your online presence

Your new conversations

Networking

Your new places to hang out

Your materials
YOUR LISTS

Keep

Stop

Start
You can do this!
Presented for American Library Association

by

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