

Employment action plan

Name:

Employment goal: Mechanic

Start date of plan:

Review date of plan:

| Actions/activities to be done | Start date | End date | By whom |
|--|------------|----------|---------|
| Make a list of potential employers (the more the better aim for 100) | | | |
| Write my goals and keep them where I can see them | | | |
| Update my Resume, write a great letter | | | |
| Learn my Communication strengths | | | |
| Have a plan to manage my stress – exercise, eat well, get sleep | | | |
| Practise the common interview questions | | | |
| Example Apply for 5 jobs each week. Keep copies of ads or employer details, record on Job diary | | | |
| Attend any interviews offered complete details on job seeking diary | | | |
| Give Resumes to potential employers (minimum 3 new employer each week (record details on job diary | | | |

| Actions/activities to be done (continued) | Start date | End date | By whom |
|---|------------|----------|---------|
| Follow up each application within 3 days of application | | | |
| Let family and friends know of jobs I am looking for; for networking purposes | | | |
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I agree to carry out the actions/activities as described in this plan:

Signature

Date

Job seeker:
