Candidates Chair

Organizing Your Search Week
30 - 35 Hours A Week
Full-time search

Day	Primary Activity	Comments
MONDAY	Networking with Companies or Other Business Contacts	▸ Focus on companies or business contacts early in the week, so you can follow-up with networking leads provided ▸ All activity should be focused on Target list
TUESDAY	Networking with Companies or Other Business Contacts	<u>Dedicate time to Meeting follow-up:</u> ▸ Follow-up notes ▸ Make all of your promised introductions ▸ Reach out to all network connections given
WEDNESDAY	Business Development/ Networking with Companies or Other Business Contacts	▸ Set aside 3-4 focused hours of time working on filling the upcoming 2 - 3 weeks on your calendar ▸ Work your network for leads
THURSDAY	Open Networking & Follow-up to meetings	▸ Time to help other candidates <u>Dedicate time to Meeting follow-up:</u> ▸ Follow-up note ▸ Make all of your promised introductions ▸ Reach out to all network connections given
FRIDAY	Open Networking/ Prep for upcoming week Network Follow-up *Critical activity to find jobs!*	▸ Send confirmation e-mails for all upcoming meetings - include resume again, especially if meeting was set more than 1week ago ▸ Dedicate 2 hours to follow-up with individuals met previously - new connections you can offer, search status, items of interest, etc. ▸ **People generally do not know of jobs when you meet them - need to stay in touch**
SATURDAY	Update Tracking Information (1 hour - Max)	▸ Keep records of activity ▸ Update Outlook contact, etc.
SUNDAY	Monthly only: Re-read your documents (targeted role, resume, etc.)	▸ Make sure it reflects your current thinking - feedback received, etc. Practice your pitch.