



## WEEKLY CHECK LIST

WEEK STARTING: \_\_\_\_\_

<b>Job Interviews</b>	Talked to a person at a company who can hire you for a specific job.
<b>Meeting with Manager</b>	Met a NEW person who could potentially manage you or be your boss. (Only count this person once)
<b>Follow up with Manager</b>	Talked to a supervisor/manager you already met. (You can count the same person more than once- and probably should)
<b>Talk to company insiders</b>	Talked to somebody who works in a job in a company you might want to work. You can count the same person week after week. BUT you should be talking to at least one new person per week.
<b>Talk to every one</b>	Talked to anyone about your job hunting. Talking to people at employment agencies counts here too.
<b>Ads Answered</b>	Called or wrote in response to an ad.
<b>Applications</b>	Made a phone call or wrote to a company to apply for work. Also count each time you complete an application or send a resume.
<b>Agencies checked</b>	Call a new agency or mail a resume to one. Also follow up calls to agencies you had submitted an application or resume with.
<b>References arranged</b>	Line up at least 5 references.

<b>Job Interviews</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5										
<b>Meeting with Manager</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5										
<b>Follow up with Manager</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5										
<b>Talk to insiders</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5	6	7	8	9	10
<b>Talk to every one</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5	6	7	8	9	10
<b>Ads Answered</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5	6	7	8	9	10
<b>Applications</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5	6	7	8	9	10
<b>Agencies checked</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5	6	7	8	9	10
<b>References arranged</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1	2	3	4	5										

	Good	Better	Best
Job Interviews		Any number is great.	
Meeting with Manager	1	2	Over 2
Follow up with Manager	Depends, but at least get a message to each. Try to contact 1 – 4 times/month.		
Talk to insiders	2	3-5	5 +
Talk to every one	3-6	7-10	10 +
Ads Answered	Apply for as many jobs you are qualified for as possible.		
Applications	If you do other things, 5 is good. If this is all you do 20 is best.		
Agencies checked	Any number is good.		
References arranged	5 completed in the first few weeks.		