

JOB TITLE:

UNEMPLOYED PERSON

JOB PURPOSE:

GROWS FROM A JOB LOSS

by

seeing a pink slip as an opportunity; viewing a job exploration as a time of self-discovery and self-renewal; finding ways to maintain financial solvency; recognizing and seeking the support of friends and family; staying healthy and energized; developing a results-oriented résumé; learning to articulate the relevance of past job results accomplished to the job being sought; focusing on the excitement of what is yet to come in your life.

ESSENTIAL FUNCTIONS:

% of
time

_____ **1. HEALS AND MOVES FORWARD**

by

accepting inner turmoil and evidence of difficulty with thinking, concentrating, and making decisions; recognizing feelings of worthlessness, guilt, and hyper self-criticism; expressing anger, sorrow, grief, guilt, and sometimes even relief or excitement; focusing on positive self talk; reaching out to family and friends.

_____ **2. ASSESSES FINANCIAL SITUATION**

by

retrieving savings account of six months' income for this emergency; calculating expenditures to service debt load; re-assessing spending patterns; cutting to the core of living expenses to maximize solvency, protect assets, and maintain financial stability for the duration of the job search; identifying new expenditures associated with the job search; restating budget; assessing other asset preservation moves, such as mortgage re-financing, second mortgages; reducing expenditures for non-essential items such as clothes, dining out, convenience foods, entertainment, and vacations;.

3. STAYS HEALTHY

by

eating appropriate foods at regular intervals; avoiding false states of happiness or euphoria brought on by alcohol and drugs; exercising regularly; keeping a routine and regular activity schedule; envisioning future successes.

4. ASSESSES STRENGTHS AND WEAKNESSES

by

reflecting on accomplishments; evaluating hindrances to success; determining changes in attitude and behavior; reflecting on choices; setting goals; deciding necessary actions; creating and accomplishing a to-do list.

5. INCREASES JOB-HUNTING SAVVY

by

reading and absorbing as much job-hunting information as possible every day; remembering that knowledge is power; staying focused on the fact that looking for a job is a job; spending at least 35 hours a week on the job search.

6. DEVELOPS NETWORK OF OPPORTUNITY REFERRALS

by

creating a two-minute synopsis of next career move; gaining job search ideas and leads from personal and professional friends and acquaintances; expanding your network; following up with thank-you notes to contacts; joining job search support groups.

7. TAPS INTO THE HIDDEN JOB MARKET

by

motivating employers to create new jobs based on what you can bring to their companies; touting your talents and accomplishments.

8. PREPARES FOR INTERVIEWS

by

developing a results-oriented resume that focuses on the results you accomplished in the past rather than the things you did and articulates the impact you had on the organizations you served; articulating, in a memorable and unique way, how results you accomplished in the past are relevant to the job being discussed; practicing interviews with friends, family, and other job seekers.

_____ **9. DRESSES FOR SUCCESS**

by

reviewing your personal grooming; taking a critical look in the mirror; improving your appearance in natural ways; determining the dress code of a potential employer; dressing to the code or one-step up from the code; appearing in clean and pressed clothes.

_____ **10. EVALUATES JOB INTERVIEW PERFORMANCE**

by

listing positive and negative aspects of how you think you were perceived, of questions that were troublesome, and of how you might respond differently in the future; viewing the experience as part of your self-exploration and job/career quest.

_____ **11. MOVES JOB QUEST FORWARD**

by

reviewing and updating résumé; finding new job opportunity venues to explore; completing applications and interviews; researching companies and potential opportunities; seeking ways to uniquely express your niche; never giving up.

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