



Preparing for Your Job Search

Your Personal Budget

We place a great deal of emphasis on planning. Your personal financial needs are another critical element to consider in your job search. Simply put, you have to pay the bills. You cannot focus on doing a good job if you are worrying about making a car payment.

You need to prepare a personal itemized budget to determine how much income you need- be realistic. Understanding your income needs will help you target positions or industries that can meet your requirements.



Budget Worksheet

	<u>Monthly Amount</u>	<u>Annual Amount</u>	<u>%</u>
<u>Income</u>			
Net Pay	_____	_____	_____
Second Job- Net Pay	_____	_____	_____
Investments	_____	_____	_____
Interest	_____	_____	_____
Other	_____	_____	_____
Total Income	_____	_____	_____
<u>Regular (Fixed) Expenses</u>			
Cable TV	_____	_____	_____
Car Payments	_____	_____	_____
Rent	_____	_____	_____
Student Loan	_____	_____	_____
Other Loan(s)	_____	_____	_____
Credit Card Payments	_____	_____	_____
Childcare	_____	_____	_____
Insurance (Life, Health & Property)	_____	_____	_____
Internet Access	_____	_____	_____
Taxes	_____	_____	_____
Telephone	_____	_____	_____
Utilities	_____	_____	_____
Other	_____	_____	_____
Total Fixed Expenses	_____	_____	_____
<u>Variable Expenses</u>			
Food	_____	_____	_____
Transportation	_____	_____	_____
Vacation	_____	_____	_____
Clothing	_____	_____	_____
Education	_____	_____	_____
Entertainment	_____	_____	_____
Gifts	_____	_____	_____
Christmas	_____	_____	_____
Haircare/Personal Care	_____	_____	_____
Medication	_____	_____	_____
Savings	_____	_____	_____
Other	_____	_____	_____
Total Variable Expense	_____	_____	_____
Total Fixed plus Variable Expenses	_____	_____	_____
Difference in Income and Expenses	_____	_____	_____

Job Search Objective

You must have a job focus to conduct an effective job search campaign. You cannot set out on a quest for employment looking for just anything. If you do, you will waste a lot of effort. Employers will quickly recognize that you do not know what you want. This is comparable to a salesperson trying to sell a product without knowing its features. Salespeople know what their product can do and they know the market for their product. In the same manner, you need to target your job search campaign to those employers who need your skills and can offer you the opportunities you are seeking.

Simply saying that you are looking for a good job that pays well is not enough. Identifying the specific types of jobs for which you are qualified will focus your effort to those employers who match your employment objective. Furthermore, when you approach an employer, describe your skills which will tell them what it is you can do. Tell them the kind of work you are looking for. Do not expect them to analyze your qualifications and tell you where you might fit into their organization. Skills sell the product--you!

Take the time to think about what you want from that next job. Conditions of employment, wages, location, hours, and benefits are important considerations. You may also be looking for job security or advancement potential.

Look for ways to expand your opportunities. This means you may have to make some choices. Goals should be realistic and achievable. Keep this in mind when considering your expectations. A good strategy is to write down all the conditions that you would like in a job, then categorize them as "required," "desired," and "optional." If you find that you are not getting interviews, or that you are not finding jobs that meet your expectations, reevaluate your criteria for employment.