JOB SEARCH ACTION PLAN

1. Take stock of yourself
   - Contact your union for help identifying other employers in your industry that are hiring
   - Conduct a thorough online search for websites containing job postings
   - Visit your area's American Jobs Center (www.careeronestop.org/Site/american-job-center.aspx), work with a counselor to update your résumé and connect you to employers
   - Let friends, family members and former co-workers know you are looking for work and ask them to watch for job openings
   - Research ideas for professional networking and do it extensively—you never know who might be in a position to help or introduce you to someone who can
   - Follow up on all job leads

2. Find Out Who's Hiring
   - Look for job postings on websites or job boards
   - Attend job fairs or networking events
   - Ask for referrals from your network

3. Prepare for the Job Interview and Follow Up
   - Find out as much as you can about the employer, industry (if it's unfamiliar) and job opening before you apply or are interviewed
   - Prepare materials you'll need to take with you, such as copies of your résumé and any documents the employer requested you bring along
   - Consider how you might answer typical interview questions, such as why you're interested in working for the company or why you're the best person for the job; anticipate questions the employer might ask based on the job description and your work experience, and role play the interview with friends and family members to practice responding to questions
   - Research best practices for interviewing successfully and the protocol for following up (e.g., sending thank you notes to interviewer(s))

4. Identify Job Training and Education Resources
   - Research free workforce development training at your local community college
   - Visit the American Jobs Center in your area to identify job training and education programs: www.careeronestop.org/Site/american-job-center.aspx

You found the job you had. You can find another job. Sometimes changing jobs can be a positive thing. For example, you may have been thinking about getting into a different line of work and now have the opportunity to explore those options.