Things to Do

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Consultant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Goal/s: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Capacity: \_\_\_\_\_\_hrs/wk

Restrictions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**JOB SEARCH ACTIONS**

Treat job search like a job.  Be disciplined, be strategic and be organised.  Keep records of your job search or networking activities.

**JOB SCOPE**

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| **Planned Action** | **Priority** | **Done** |
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Websites:

[www.seek.com.au](http://www.seek.com.au) [www.jobsearch.gov.au](http://www.jobsearch.gov.au) www.apsjobs.gov.au

[www.joboutlook.gov.au](http://www.joboutlook.gov.au) www.careercentre.dtwd.wa.gov.au

[www.careerone.com.au](http://www.careerone.com.au) www.jobs.wa.gov.au

[www.alljobs.com.au](http://www.alljobs.com.au) [www.indeed.com.au](http://www.indeed.com.au)

[www.gumtree.com.au](http://www.gumtree.com.au) www.myskills.gov.au