

I need to find new employment. How can I get started?

1. Obtain a priesthood blessing to help you in your efforts. Then consider the following:
 - Communicate your feelings to your family, your coach, and others with whom you are close.
 - Keep a journal, and record your activities, thoughts, impressions, and feelings.
 - Don't hesitate to seek professional help when you need it (Employee Assistance Program, etc.).
 - Maintain recreational and family activities.
 - Take care of yourself with proper diet, exercise, rest, and relaxation.
 - Be patient—the right opportunity may take time.
 - Maintain a positive attitude, and keep rejections in proper perspective.
2. Select a job coach (trained by Ward Employment Specialist and on providentliving.org) who:
 - Understands your background and work experience.
 - Is not a member of your immediate family.
 - Meets with you at regular intervals--at least weekly.
 - Is familiar with job-hunting skills and techniques, and know what a good plan looks like.
 - Listens to your plan, and review your results weekly.
 - Will listen to and encourage you when you get discouraged.
 - Care enough to be tough with you when you are not working up to your potential
3. Prepare a budget
 - Identify your income and cash on hand (savings, vacation/severance/unemployment pay, etc.)
 - List all of your monthly expenses (housing, utilities, food, insurance, auto, loans, taxes, etc.)
 - Reduce your discretionary expenses (pay TV, entertainment, allowances, etc.)
 - Use your food storage and the Bishop's storehouse to further reduce your expenses.
 - Continue to tithe your income in order secure the Lord's promised blessings.
4. Organize your search
 - Prepare a clean, quiet, and organized work area.
 - Set up a system to log your contacts, correspondence, appointments, etc.
 - Prepare your documents: "reason for leaving" statement, 30-second summary, resume, master application, and school transcripts.
5. Obtain professional references. Call and ask: "Do you feel you know my work well enough to act as a positive reference for me?" "What would you say about my..."

✓ technical expertise	✓ reliability	✓ weaknesses
✓ communication skills	✓ personality	
✓ work habits	✓ strengths	
6. Plan your time—daily, weekly, and monthly
 - Include exercise, scriptures, and prayer: be dressed and ready by 8:00am daily
 - Set weekly goals: spend 20% internet time; 40 contacts made; 20 resumes sent
7. Take advantage of all available resources
 - Make a list of people to call—75% to 85% of all jobs are found by networking.
 - Government, Military and College alumni employment services, programs and training
 - Outplacement services and staffing agencies
 - LDS employment services: LDSjobs.org profile employment specialists; career workshop
 - Use professional, trade, union, and fraternal organizations
8. Work full-time (40 hours/week) to find a job
 - This is not the time to paint the house, take a vacation, or remodel the basement.
 - Solicit the support that you need from family members and friends.
 - Commit to work diligently to make your job search successful.