**AYB Quick Tool:** Job Search Action Plan: Networking

**Description/Overview:** Networking worksheet to identify the force multipliers to whom you will present your elevator pitch

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| --- | --- | --- | --- | --- | --- |
| **Name** | **Where from?** | **Contact Info** | **Date of contact** | **Hoped for outcome** | **Actual outcome** |
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**AYB Quick Tool:** Job Search Action Plan: Research

**Description/Overview:** Career related websites and resources: Prospective employers, competitors, industry, local market players to give yourself a clearer understanding of the local market and which contractors or businesses might represent viable job opportunities for you

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| --- | --- | --- | --- | --- |
| **Company/Resource** | **Website/Link to more info** | **Name of Key Players or Decision Makers** | **Date of contact** | **Comments** |
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**AYB Quick Tool:** Job Search Action Plan: Resume & Application Tracking

**Description/Overview:** Worksheet to track the resumes and job applications that you submit

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| --- | --- | --- | --- | --- |
| **Company &** **Job Applied For** | **Contact Name &** **Contact Info** | **Date of Contact** | **Next Steps & Timing** | **Comments** |
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**AYB Quick Tool:** Job Search Action Plan: Interview Tracking

**Description/Overview:** Worksheet to track the interview process

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| --- | --- | --- | --- | --- | --- |
| **Company &** **Job Applied For** | **Interviewer** **Name**  | **Date of Interview** | **Next Steps & Timing** | **Thank You****Sent: N/Y?** | **Comments** |
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