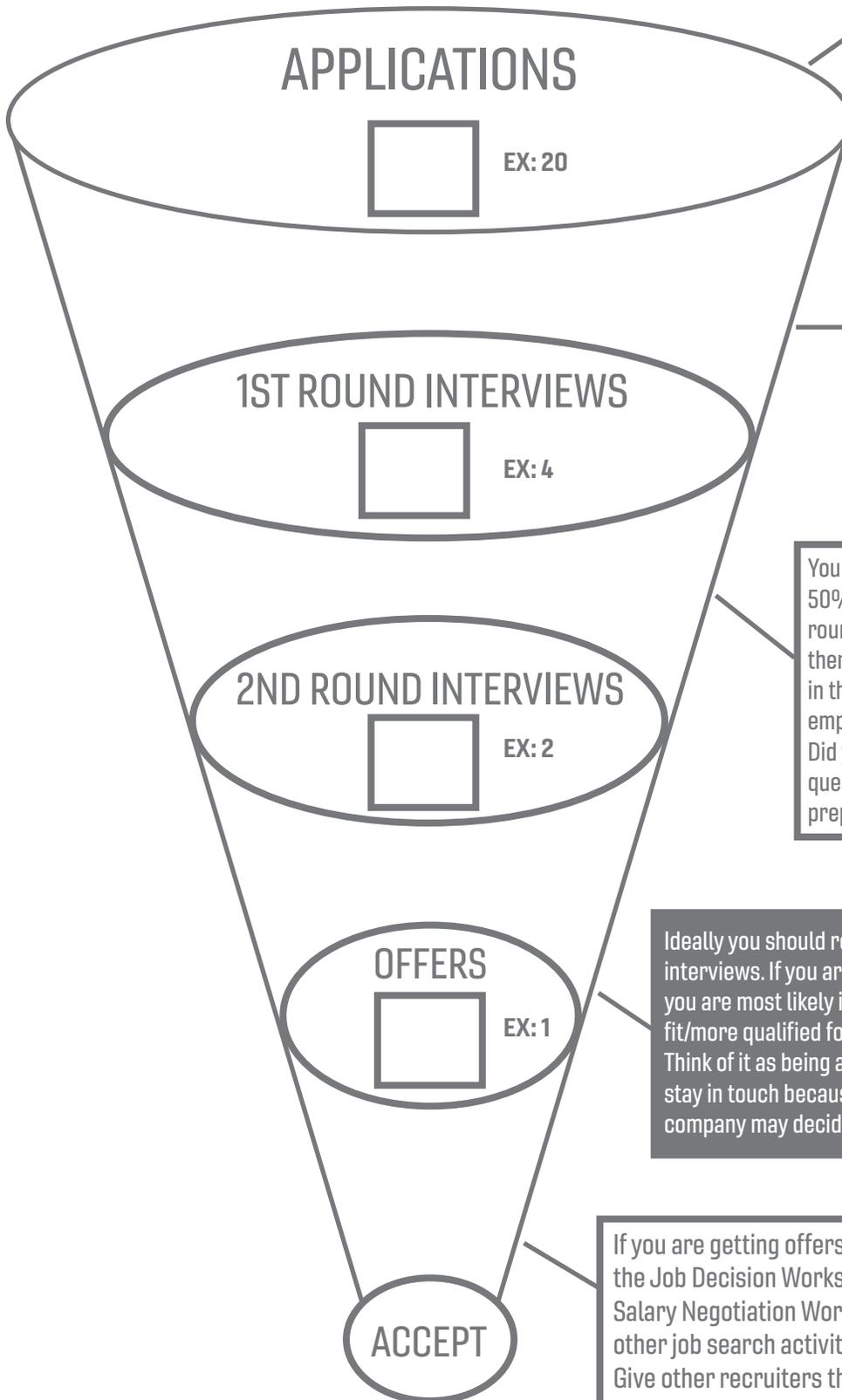


JOB SEARCH FUNNEL WORKSHEET

Fill in the squares in the funnel. Then, follow the notes on the right to see where and why you may be getting stuck in your job search.



No job seeker applies to enough jobs. You should apply for as many jobs as you are qualified for and have time to pursue. Always be prospecting and applying to jobs until you accept an offer.

Ideally, you should interview for 20-25% of the jobs you apply. If you are not getting any first round interviews, there is most likely an issue with your resume (lack of clarity, errors, poor GPA, no experience, wrong major, location, objective). Have someone review and edit your resume. Also, make sure you are applying to jobs you are actually qualified to perform.

You should aim to get second round interviews for 50% of the jobs you interview. If you are getting first round interviews but no second round interviews, there is most likely a problem with your performance in the interview. Present your credentials to the employer. Were you excited about the opportunity? Did you answer questions convincingly? Did you ask questions? Were you prepared? If not, practice your preparation/performance. Role play with others.

Ideally you should receive offers for 50% of your second round interviews. If you are getting second round interviews but no offers, you are most likely in a situation where other candidates are a better fit/more qualified for the positions. It's still a great achievement. Think of it as being an Olympian but not medalling. If you are rejected, stay in touch because the person getting the offer may decline or the company may decide they need more than one person for that role.

If you are getting offers and need to make a calculated decision, see the Job Decision Worksheet. If you want to negotiate salary, see the Salary Negotiation Worksheet. Once you accept an offer, cease all other job search activities. Stay true to your word and commitment. Give other recruiters the professional courtesy they deserve.