

# JOB SEARCH PRODUCTIVITY CHART



## DEFINITIONS

**Total Hours:** The total number of hours per week spent on job search, including job search education, research, letter writing, administration, and talking to people on the phone and in person.

**Total Letters:** The total number of letter written and mailed, including:

<i>Direct Mail</i>	The number of letters sent to people with whom you have no contact and who have never heard of you.
<i>Advertised Positions</i>	The number of ad responses you have made.
<i>Search Firms</i>	The number of letter you sent to search firms or employment agencies.
<i>Other Letters</i>	Other letters that you sent out. Example: to set up networking meetings.

**Total Job Search Conversations or Contacts:** Count any and all conversations you have with anyone about your job search.

<i>General Network</i>	The number of conversations with people who are not inside of target companies. Count conversations with search firms here.
<i>Target Company, Miscellaneous contacts</i>	Includes all contacts inside of a target company, but below your targeted job level.
<i>Target Company, Peer Contact</i>	Tracking conversations with people who are more or less at your level inside of a target company.
<i>Target Company Hiring Manager and Above Hiring Manager</i>	The most productive conversations are with hiring managers and managers above the hiring manager inside of target companies. A running total of these is important.
<i>Follow-up, Hiring Managers</i>	Count second and succeeding conversations with the same hiring manager (or above) in this row.

