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**TREASURY
 RECRUITMENT**
 — CO —

WEEKLY JOB SEARCH REVIEW AND ACTION PLAN **Week:** _____

Once a week look over your list of 50 and your Job Search Tracker. Fill in the blanks and create your action plan for this week. Next week, review and write a new one. Print off a few double sided so they're ready for you to complete.

Status/progress report

List of applications in, awaiting interview
List of applications drafted, ready to send
List of companies I researched this week
Other leads I followed up this week to set up calls/meetings and outcomes

This week

Companies I want to research	People in my network who can tell me more about these companies, or people I know who could introduce me (search Company function in LinkedIn)

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Other leads and contacts I need to follow up with

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Advice, guidance or coaching I need for this search + who could help me

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Primary focus for this week

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This week's action plan: What will I have achieved by the end of this week?

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