The Pikes Peak Learning Company
inspire • motivate • empower

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Peak Mastery Job Search Plan

To succeed in your job search, you must be organized. You're competing with people who will be and you need to do it better than them. This plan will guide you through every step.

GENERAL GUIDELINES

1. **Make a plan and follow your plan. This is your plan.**
2. Most of the time, people will not call back. Often it's simply because they're busy. You MUST continue to follow up with them until you get an answer. **AT EVERY STEP, KEEP CALLING UNTIL YOU SUCCEED**.
3. Keep records, keep track. Use the table below.
4. On the phone and in person – be polite, direct, upbeat, clear, positive, and *act like you want it*.

DO ALL THESE STEPS

a. Make a list of who you're going to call (use the table below)
b. Find all the phone numbers and write them in the table.
c. Call and get the name of the person in charge of hiring. **Keep calling until you get it**.
d. Call the person in charge of hiring. Are they hiring now? **Keep calling until you find out**.
e. If they're hiring, schedule an appointment with them. **Keep calling until you get one**.
f. Show up on time, do the interview and application, and **agree on next steps before you leave**.
g. Call back and thank them for the interview and the opportunity. **Keep calling until you reach them**.
h. Call back and find out if you got the job. **Keep calling until you find out**.

Company & Phone	Name of person hiring, and are they hiring now?	Date & time of appointment	Interview and application done?	Got an answer on the job?

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