

	Date											
Job Search Ed												
Research(company/issue)												
Letters/Admin												
Network-Phone												
Network-In person												
<b>Total Hours</b>												
Direct mail/never contacted												
Ads												
Search firms/Staffing firm												
Other correspondence												
<b>Total Correspondence</b>												
General Network including firms												
Target Company-general contact												
Target Company-Peer												
Target Company-Hiring Manager												
Target Company-Above HM												
Follow-up with HM												
<b>Total Contacts</b>												

## DEFINITIONS FOR PRODUCTIVITY CHART

### **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 Correspondence:**

The total number of letters written and mailed or e-mailed, including:

#### **Direct Mail:**

Number of letters sent to people with whom you have no contact/who have never heard of you.

#### **Advertised Positions:**

Number of responses to ads or internet postings that you made.

#### **Search Firms:**

Number of letters you sent to search firms or employment agencies.

#### **Other Letters:**

Other letters or e-mails that you sent out. Example: to set up networking meetings.

### **Total Contacts:**

Count any and all conversations you have in person or on the phone with anyone about your job search.

#### **General Network:**

Number of conversations with people who are not inside of target organizations. Count conversations with search firms here.

#### **Target Organization, Miscellaneous Contact:**

Includes all contacts inside of a target organization, not your level.

#### **Target Organization, Peer Contact:**

Conversations with people who are more or less at your level inside of a target organization. HR people are usually here.

#### **Target Organization Hiring Manager and Above Hiring Manager:**

Contact with hiring managers and managers above the hiring manager inside of target organizations.

#### **Follow-up, Hiring Managers:**

Second and succeeding conversations with the same hiring manager (or above) in this row.