

Job Search Weekly Schedule

Directions

Start with the notes section to keep track of useful sources for your job search. Then, choose one of the templates below to organize your week and create your job search schedule. Fill in scheduled commitments (class, work, appointments, etc.). Next, fill in the time you need to job search (don't forget to include time needed to study as well). Include time for meals, sleep and exercise, and leave some blank "buffer time" every day to handle any unexpected changes. Finally, don't forget to schedule reward time!

Job Search Notes

Use this section to record ideas about where and how you will job search, i.e. websites to check (job posting sites and company websites), as well as people to connect with.

Job posting websites	People to connect with	Company websites
OSCARplus – Student Success Centre – Employment – Job Postings	Check the Alumni and Partner Network , or LinkedIn: search McMaster University and click on alumni	Choose the top 5-10 companies of interest and click on their Career Opportunities page

Scheduling your time

Choose one of the following scheduling options or feel free to create your own!

Option 1: Blocks of the day

This option offers flexibility with times. Choose the time of day that works best for your job search. Commit to a period of time (i.e. 1 hour on Monday afternoon and 2 hours on Tuesday morning). Aim for an hour a day or a total of 5 hours in a week, but start with what you can manage and work from there. Be sure to balance your time with searching for opportunities, networking and preparing your applications.



Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Option 2: Schedule by the hour

This option is more detailed and requires more commitment to specific times. Schedule your job search into the timeslots that suit you best. Aim for an hour a day or a total of 5 hours in a week, but start with what you can manage and work from there. Be sure to balance your time with searching for opportunities, networking, and preparing your applications.

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00 a.m.							
7:30 a.m.							
8:00 a.m.							
8:30 a.m.							
9:00 a.m.							
9:30 a.m.							
10:00 a.m.							
10:30 a.m.							
11:00 a.m.							
11:30 a.m.							
12:00 p.m.							
12:30 p.m.							
1:00 p.m.							
1:30 p.m.							
2:00 p.m.							
2:30 p.m.							
3:00 p.m.							
3:30 p.m.							
4:00 p.m.							
4:30 p.m.							
5:00 p.m.							
5:30 p.m.							
6:00 p.m.							
6:30 p.m.							
7:00 p.m.							

