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| --- |
| CareerCenter LocationClick or tap here to enter text. |
| DateClick or tap to enter a date. |

ReEmployment Services Eligibility Assessment (RESEA)

**Individual ReEmployment Plan**

**This Individual ReEmployment Plan (IRP) is designed to be a roadmap for your employment journey.** It will be helpful for you to be familiar with its contents ahead of your one-on-one RESEA appointment as your career counselor will use it as a guide during your conversation.

|  |
| --- |
| Name: |
| City/Town/County: | Email Address:Click or tap here to enter text. |

**Create a Job Search Plan**

It’s a good idea to have a plan before you start searching for specific jobs. A plan is a flexible outline of what you need to do and how you expect to do it. Your job search plan is an important step in achieving your goal of finding a job.

**You will now be guided through a few activities to help you create a job search plan.**

1. **Take a career assessment**
2. **Select occupational titles for your Maine JobLink profile**
3. **Consider local labor market information**
4. **Making SMART goals**
5. **Review suggestions for reaching your ReEmployment goals**
6. **Create your ReEmployment plan**
7. **Review helpful resources**
8. **Use Career Exploration Tools**

Assess career options based on your strengths, skills, and knowledge. This is the perfect time to determine if your goals are up to date and in alignment with your knowledge, skills and abilities by researching occupational profiles at [www.ONETonline.org.](http://www.onetonline.org/)

1. **Select occupational Title(s) on your Maine JobLink**

Think about the skills and experiences you have and the types of jobs that match. If needed, update your job goals with what you learn about your skills and matching occupations. Check your [**Maine JobLink**](https://joblink.maine.gov/ada/r/) account daily.

|  |  |
| --- | --- |
| Job Title 1Click or tap here to enter text. | Job Title 2Click or tap here to enter text. |
| Job Title 3Click or tap here to enter text. | Job Title 4Click or tap here to enter text. |

1. **Consider local job market information**

Local job market information can give you an idea on which industries in your areas are hiring and where there might be job openings. You can find job market information for your job here: <https://www.maine.gov/labor/cwri/>

1. **Make SMART Goals**

Below are some goals to accomplish within the next week. These completed tasks will help connect you with your network and make it easier to apply to new opportunities. Use these examples on your **Work Search Plan Calendar** (page 5).

**S**pecific

**M**easurable

**A**chievable

**R**ealistic

**T**imely

A good goal statement answers, “**Who will do what by when**?”

A great acronym to remember while setting goals is: **SMART**

Set goals based on what you want to achieve in both the short-term and long-term.

Setting dues dates creates a sense of urgency.

* **Today**
* **Tomorrow**
* **This week**
* **This month**

**Set goals for:**

|  |  |
| --- | --- |
| **Goal** | **Date Completed** |
| Complete a skills assessment  | Click or tap to enter a date. |
| Have a completed up to date resume  | Click or tap to enter a date. |
| Talk with and ask permission of 3-5 references | Click or tap to enter a date. |
| Cultivate and renew 3-5 personal contacts (Networking) | Click or tap to enter a date. |
| Have a completed “original/master application” | Click or tap to enter a date. |
| Research companies and contact at least 5 of them a week | Click or tap to enter a date. |
| Attend additional CareerCenter workshops (Resume/Cover Letter/ Interview)  | Click or tap to enter a date. |

**Check all the options below that you are considering as part of your job search:**

[ ]  Search internet websites

[ ]  Community resource organizations

[ ]  Staffing agencies

[ ]  Unions

[ ]  Attending workshops

[ ]  Attending job fairs

[ ]  Part-time jobs

[ ]  Temporary jobs

[ ]  Networking and cold calling employers of interest

[ ]  Complete a skills training program

1. **Suggestions for reaching your ReEmployment goals**

### Check and add any suggestions of interest to your Work Search Plan Calendar (page 5).

**Searching for employment is a full-time job!**

**Job Search Activities**

[ ]  Create an email account if you don’t already have one. Many employers receive, respond to and follow up on applications via email. You can create free email accounts through online providers like Google and Yahoo.

[ ]  Update your Job Search Profile on Maine’s JobLink.

[ ]  Use CareerCenter resources: computers, internet, resume and interviewing workshops, assessments, training, job fairs and more!

[ ]  Use all techniques during your job search, including networking, calling businesses of interest, applying online, posting your resume. Networking is a valuable technique. Contact family, friends and neighbors letting them know you are looking for a job.

[ ]  Make direct contact with employers.

[ ]  Collect what you may need while searching for work, including: references, transcripts, awards, Social Security Card.

[ ]  Develop a resume and cover letter that emphasizes your strengths.

[ ]  Bring a master application if applying in person or completing online applications.

[ ]  Create a 30 second Elevator Speech about your skills and career goals. An Elevator Speech is a quick summary that explains your skills and goals in a way that any listener can understand it in a short period of time.

**Careers, Education and Training**

[ ]  Think about taking assessments to discover which careers could be the best for you.

[ ]  Visit [www.onetonline.org](http://www.onetonline.org/) to find careers that are growing.

[ ]  Explore at the CareerCenter information on scholarships, grants and other ways to get help with education and training.

[ ]  Ask a consultant about training, online classes or short-term courses to develop specific skills needed for certifications.

[ ]  Take advantage of workshops that improve computer skills, math, English or writing skills.

[ ]  Visit the Center for Workforce Research and Information site, Employer Locator, for listings of companies- <http://www.maine.gov/labor/cwri>

**Planning and Budgeting Your Time**

[ ]  Create a daily job search plan and get started as soon as possible.

[ ]  Create your job search goals calendar by deciding tasks to be done daily and weekly.

Monday if you go to the library your goal could be to identify 10 new employers you can pursue. Tuesday’s goal could be contacting the 10 employers you identified on Monday.

[ ]  Think about what day you could make direct telephone contacts.

[ ]  Browse internet job boards and check your email for job matches from the Maine Job Link.

[ ]  When seeing a new job posting of interest to you, apply immediately.

[ ]  Talk to people, attend community events and become active in volunteering and community activities.

1. **Your ReEmployment plan** gives you a clear series of next steps to follow that could help you achieve your employment goals.

## Check  [MaineCareerCenter.com](http://www.mainecareercenter.com/) or Information Sessions and workshops held at CareerCenters located nearest you.

**As an employed person, you had a schedule. When unemployed, you need one even more!**

Your work search plan tells **how you will search for work.**

|  |  |
| --- | --- |
| **Week 1** | Monday, June 7, 2021 |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Choose an item. | Choose an item. | Choose an item. |  | Choose an item. |
| Choose an item. | Choose an item. | Choose an item. |  | Choose an item. |
| Click or tap here to enter text. | Click or tap here to enter text. |  |  | Click or tap here to enter text. |
| **Week 2** |  |
| **Monday** | **Tuesday** |  |  | **Friday** |
| Choose an item. |  |  |  | Choose an item. |
| Choose an item. |  |  |  | Choose an item. |
| Click or tap here to enter text. |  |  |  | Click or tap here to enter text. |
| **Week 3** | Monday, June 21, 2021 |
| **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| Choose an item. | Choose an item. | Choose an item. | Choose an item. | Choose an item. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**If “Other” is selected, please describe what activity/event you will be participating in and/or completing:**

Click or tap here to enter text.

1. **Most job seekers use these government resources when looking for employment:**
2. **Complete a skills assessments** at [ONETonline.org](http://www.onetonline.org/) (Advanced Search) or the O’NET Interest Profiler at [MyNextMove.org/explore/ip](http://www.mynextmove.org/explore/ip).
3. **Research occupational profiles** at [ONETonline.org](http://www.onetonline.org/) Assess career options based on your strengths, skills, and knowledge.
4. **Create short and long term goals** then prioritize them. See more information about making goals below.
5. **Network to create professional connections –** Networking is one of the most overlooked and underused job searching tools. Find out everything you can about Networking. Google “Networking” and try [About.com](http://www.about.com/). for information. Develop an “Elevator Speech”.
6. **Create a Resume –** Register for a resume writing workshop at your CareerCenter before you leave today. Having an up to date resume is a “first step”.
7. **Write a Cover Letter –** A cover letter expands a resume. This letter provides a tailored pitch showcasing your skills and highlights your accomplishments. Many employers use a cover letter as a writing sample focusing on grammar, spelling and punctuation. Your CareerCenter offers tips on creating a cover letter during workshops.
8. **Browse the Maine JobLink** at [JobLink.Maine.gov](https://joblink.maine.gov/ada/r/) to see jobs you would like to apply for, edit your profile, add keywords from the posting.
9. **Explore your local CareerCenter** - The [MaineCareerCenter.com](http://www.mainecareercenter.com/) site will list all programs for job seekers in every CareerCenter. There may be a workshop or event happening in another CareerCenter you would like to attend.
10. **Prepare for interviews–** If unsure of your interviewing skills, connect with a CareerCenter to schedule a mock interview.

# Target your job search by occupation, by industry, by area. Find information on employment, wages, and projected growth. Find area employers in targeted industries; contact information, location mapping. Go to [www.maine.gov/labor/cwri](http://www.maine.gov/labor/cwri) to see job seeker information such as what jobs are in demand, what skills are involved, how much positions pay, labor market trends, and employment projections. Maine Department of Labor’s Center for Workforce Research and Information (CWRI) gives job seekers the power to make important career decisions based on up-to-date labor market information.