

THE UNWRITTEN RULES OF THE Highly Effective Job Search

Final Report to the Team

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Name (print) _____

Team name _____

Date _____

One of your commitments to your team is to debrief the team on your entire career advancement project when you finish it. This debriefing is of great importance to the team because it enables your teammates to better understand their own search projects.

Your thoughtful debriefing will help others succeed more quickly, as well as consolidating the learning of the project for your own future reference. In giving the report verbally, please use this outline as the basis for a 10 to 15-minute presentation to the team. If you need to start new employment immediately or are otherwise unable to give the report in person, please transmit it through a teammate or in writing in the same format. Please include:

1 Description. A brief description of your new position and organization or details of other career advancement. Please mention the two or three things about the job or the organization that were most important in your decision to take it – what you like best about them.

2. Overall Progress Summary. Please calculate the grand totals from your Pierson Progress Chart using the chart on the other side of this sheet. Post these on a separate wall chart, reserved for this purpose.

3. The Story of Your Search. Please briefly (in about five minutes) tell the story of your entire job search project. In doing so, divide it into phases or chapters, each with a descriptive title. In giving your report, name each of the chapters and give a very brief description of what happened in each. Again, this is an excellent learning experience for you teammates, since some who has successfully completed the project usually has a new perspective on it.

4. Strategy. As your project proceeded, did you modify your Project Plan (i.e. your Professional Objective, your Core Message or your Target Market criteria)? If so, when and why?

5. Success Factors. What were the most important factors in your success? How did the team (or individual teammates) help you succeed?

6. Advice. Now that you have successfully completed your job search, what advice would you give to your teammates who are still working on their projects? Please keep this to one sentence.

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Averages and Totals for Your Entire Search

Category	Average per week	Total for search
TOTAL HOURS		
Direct mail		
Advertised positions		
Search Firms		
Other Letters		
TOTAL LETTERS		
General network (include search firms)		
Target company Misc. contact		
Target company Peer contact		
Target company Decision Maker/above		
Follow-ups with Decision Maker/above		
TOTAL CONTACTS		

Total length of search: _____ weeks