

THE UNWRITTEN RULES OF THE
Highly Effective Job Search

The Pierson Progress Chart

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DATE (week of)								
Job Search Education								
Research								
Letters and Admin								
Network: phone								
Network: In person								
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								

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Definitions of the Categories on the Chart

Total Hours: The total number of hours you spent on job search this week, including job search education, research, letter writing, administration, and talking to people on the phone and in person, each of which has its own row.

Direct mail The number of letters or e-mails sent to people with whom you have no contact and who have never heard of you.

Advertised Positions The number of responses to ads or Internet postings that you made.

Search Firms The 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 Letters: The total number of letters written and mailed or e-mailed this week.

General Network The number of conversations with people who are not inside of target organizations. Count conversations with search firms here.

Target Organization, Miscellaneous Contact This category includes all contacts inside of a target organizations, but below your level.

Target Organization, Peer Contact Tracking conversations with people who are more or less at your level inside of a target organization. HR people are usually here.

Target Organization, Decision Maker and Above Decision Maker The most productive conversations are with Decision Makers and managers above the Decision Maker inside of target organizations. A running total of these is important.

Follow-up, Decision Makers Count second and succeeding conversations with the same Decision Maker (or above) in this row.

Total Job Search Conversations or “Contacts”: The total number of conversations you have in person or on the phone with anyone about your job search this week.

You can find more information on the Pierson Progress Chart in Chapter 9 of *Getting to Work*.