

New SW Graduates' Job Hunting Action Plan

Whether you are a graduate with previous experience, a first time employee or changing profession, using this **Action Plan** will get you focused on making the right moves towards your goal – a successful career in Social Work.

Name:		Plan date:	
University:		Qualification:	

Goal	Tips from the field	My first steps	When will I start? Where will I be? Who will help?
1. Clarify your purpose	Ask your self which clients do I connect with, what do I value, what experiences do I want to have, what are my strengths?		
2. Map your area(s) of interest	Build a portfolio of current information on social work you find interesting – organisations, ideas, programs, inspirational stories, profiles of people		
3. Choose a focus	Scan job ads from across the country; pick out ones you would apply for now or in the future if your circumstances were right.		
4. Package your professional identity	Write a draft resume and cover letter for your top 5 roles, and consider developing your online professional profile, prepare S*T*A*R* responses to expected questions, gather your referees, practice with a support person		
5. Make contacts	Attend information sessions, ask for information interviews, register for recruitment pools, volunteer for projects. Be flexible – Try a few areas rather than only one, you may need to build up your experience through other work like a project worker or in part time support roles.		