

JOB-SEARCH CHECKLIST FOR STUDENTS



The job search process can feel overwhelming, so it is helpful to break it into manageable steps. Contact a Career Counselor in the Student Success Center for individualized assistance and guidance throughout this process.

Step 1: Know yourself

- _____ Identify personal strengths, skills, interests and values using a variety of career assessments.
- _____ Make a list of possible job titles/fields of interest.
- _____ Name two or three careers/jobs you plan to pursue.

Step 2: Know where you want to work

- _____ Research organizations or companies that hire someone with your skills, interests and background.
- _____ Research potential career fields: typical entry-level jobs, typical salaries, best geographic location for jobs, etc.
- _____ Identify the top three geographic areas where you would like to live and work.
- _____ Identify 10 potential employers for the type of work you are seeking.

Step 3: Get ready for the search

- _____ Have your resume and cover letter(s) reviewed by a professional in the field or a Career Counselor in the Student Success Center.
- _____ Prepare a portfolio of work samples to highlight your experience, skills and talent.
- _____ Develop a “30-second speech” for short encounters with employers.
- _____ Identify three individuals who will serve as references.
- _____ Develop your interview skills.
- _____ Prepare for interviews by practicing your responses to typical questions and/or conducting a mock interview.
- _____ Obtain an interview suit that is appropriate for the field in which you plan to work.
- _____ Develop a professional-sounding answering machine/voice mail message in case an employer calls.
- _____ Create a neutral/professional e-mail address to give to employers.

Step 4: Start searching

- _____ Monitor the appropriate job-search resources for your field(s) of interest.
- _____ Develop a system for keeping track of your contacts, interviews and other job-search activities.
- _____ Follow up on every interesting job lead immediately.
- _____ Develop a list of potential networking contacts and keep in touch with each of them.
- _____ Keep a copy of your resume next to your phone in case you receive a call from an employer.
- _____ Follow-up each cover letter/resume distribution with a phone call or e-mail to the employer requesting a job interview.
- _____ Send thank you letters or e-mails to every person who interviews you.