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 you 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.