



Job Search Checklist

The job search process can feel overwhelming, so it is helpful to break it into manageable steps. [Make an appointment](#) with the Career Placement Coordinator for personal guidance throughout the process.

Step 1: Discover Yourself

- _____ Identify personal strengths, skills, interests, and values using career assessments like [Focus2Career](#).
- _____ Make a list of possible career fields and/or job titles of interest.
- _____ Narrow down your list to two or three career fields you plan to pursue.

Step 2: Discover Opportunities

- _____ Research companies that hire people with your skills, interests, and values.
- _____ Research potential job information like titles, pay, location, etc.
- _____ Identify the top three locations where you would like to live and work.
- _____ Identify up to 10 potential employers for the type of work you are seeking.

Step 3: Get Ready for the Search

- _____ Have your resumé and cover letter(s) reviewed by the Career Placement Coordinator.
- _____ Prepare a portfolio of school/work samples to highlight your experience and skills.
- _____ Identify three people who will serve as references.
- _____ Participate in mock interviews with [Career Services](#) until you feel comfortable doing the real thing.
- _____ Obtain at least one appropriate, professional-looking interview outfit such as a suit.

Step 4: Start the Search

- _____ Develop a system for keeping track of your contacts, interviews, and other job-search activities.
- _____ Develop a list of potential networking contacts and keep in touch with each of them.
- _____ Monitor job-search boards such as [Handshake](#), [Indeed](#), and [ZipRecruiter](#) for your field(s) of interest.
- _____ When you locate a potential job, apply as soon as possible.
- _____ Follow-up each job application with a phone call or e-mail requesting a job interview.
- _____ Send thank you letters or e-mails to every person who interviews you.