

Job Search Checklist

Conducting a thorough and successful job search can be challenging. The checklist below has some helpful tips to help you set specific deadlines for accomplishing your goals and put you closer to securing the job you want.

- _____ Analyze your skills, interests, and abilities and match your characteristics to the career opportunities that exist in the job market.
- _____ Identify a clearly defined job target.
- _____ Examine realistic aspects of the career field you are interested in (geographic location, advanced degrees required, etc.). Look at the challenges you may face in making a specific career choice and explore ways that you can overcome any barriers.
- _____ Contact 10-15 people (family, friends, relatives, associates, etc.) to create an effective networking system.
- _____ Prepare a professional resume and, if appropriate, compile a professional portfolio to present to employers.
- _____ Research potential employers in your field. Ask your professional contacts about openings they know of in your field, research the employers on the internet, and talk to your faculty about industry contacts they may know about. Identify 20-30 organizations that interest you and that are located a region that appeals to you.
- _____ Research salary ranges and find out the market value of the positions you are applying for – see faculty in your field of study or use the resources in the Job Placement Office to learn appropriate salary ranges for your field.
- _____ Visit the websites of all the organizations you are targeting. If you can not find any employment information on the web, consider making a cold call to the employer. Obtain employment information by asking specific questions – find out if they anticipate any openings in your career field and find out the name and title of the person that you need to forward your resume and cover letter to. Don't forget to ask what steps they will be taking for selecting and interviewing candidates (ask what deadlines for resume submissions and if they have a tentative hiring date).
- _____ Prepare for interviews by conducting research about the companies that you have contacted and participate in a mock interview through the Job Placement Office. Be sure to practice answering behavioral-based questions and be prepared to ask employer intelligent, well-thought out questions about the position and the company. Interview them just as much as they are interviewing you.
- _____ Following any interview write a thank you letter and make follow-up phone calls to each potential employer.
- _____ Actively seek feedback on interviewing skills.
- _____ Evaluate job offers to be sure they meet your desired level of work satisfaction.
- _____ Negotiate realistic salary and benefits according to your market value. Talk to your faculty or contact our office if you do not know your market value.

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