

JOB SEARCH CHECKLIST

OFFICE OF CAREER SERVICES

- ✓ Assess your strengths and interests. You want to choose a career you will find meaning and fulfillment from, as well as one where you can do your best work. Talk to a career counselor or take an assessment through our website.
- ✓ Consider what kind of career you want. Research different career fields, companies, and jobs to see what interests you. Use LinkedIn, Glassdoor, or company websites to explore industries.
- ✓ Reach out to people! Networking is a great way to find employment. Let your family, friends, and neighbors know that you're looking for a job and your interests.
- ✓ Check job posting sites. The Internet is a huge employment resource. Visit both local and national sites to see all that's available. (REDHAWKjobs.com, LinkedIn, Indeed, Glassdoor, Internships.com, industry-specific sites and organizations, etc.)
- ✓ Research companies online. Some companies post job openings on their company website as opposed to job posting sites. Identify companies you would like to work for and visit the job openings page of their specific websites.
- ✓ Subscribe to industry trade magazines, blogs, social media, etc. Once you have identified your career field of interest, review corresponding industry publications & websites by searching for them online. Several trade publications feature job listings, and simply reading them will make you more familiar and educated on the field.
- ✓ Join career-oriented social networks. Social networking is an extremely helpful resource for job hunters and employers alike. It allows you to make more connections, and ultimately better your chances of finding a contact that can fill you in on or set you up with a career opportunity. If you are NOT on social media (LinkedIn, Twitter, etc.) you are missing out on HUGE job search opportunities.
- ✓ Create a Résumé. Having a polished résumé is key to getting a job. Creating your résumé will also help further organize and refine your career goals.
- ✓ Create a Cover Letter. No résumé should be sent out without a cover letter. Craft a job-specific cover letter for each position (no templates...each letter should be tailored to the job description for EACH position!). This will make your résumé and candidacy stand out.
- ✓ Establish references. Along with your cover letter and résumé, you will need references. Reach out to current or former employers, teachers, or mentors who can speak to your work ethic and experience and request they be a reference for you.
- ✓ Practice interviewing. Job interviews will make or break your career search. Prepare for interviews in advance by reading up on best practices. Practice with a friend, mentor, or schedule a mock interview!
- ✓ Follow up, put the time into your search, and be persistent. Follow up on every lead and be confident in your abilities. A job search is much like a full-time job. Don't get discouraged! Follow up on every lead and be confident in your abilities.