

Job Search Checklist

Step 1: Know Yourself

- I have identified my personal strengths, skills, interests, and values (FOCUS 2)
- I have made a list of possible career fields of interest (CPRC website, faculty, advisors, family, web resources)
- I can name two or three careers/jobs I plan to pursue

Step 2: Know Where You Want To Work

- I have researched organizations or companies that might hire someone with my skills, interests, and background
- I have analyzed desired qualifications in my field and know what employers are looking for
- I have researched potential career fields: typical entry-level jobs, average salaries, best geographic location
- I have identified the top three geographic areas where I would like to live and work
- I have identified 10 potential employers for the type of work I'm seeking

Step 3: Get Ready For the Search

- I have had my resume and cover letter (s) reviewed by a professional in the field or a staff member in the Career and Professional Readiness Center (Make an appointment using Handshake)
- I have developed my 30-second elevator speech for short encounters with employers
- I have identified three individuals who will serve as professional references
- I have developed my interview skills
- I have interview-appropriate attire for the field in which I plan to work
- I have a professional-sounding voicemail message in the event employers call
- I have a professional email address to give employers
- I have a professional presence on social media websites including Facebook, Twitter, & LinkedIn

Step 4: Start Searching

- I have updated my profile and uploaded my resume on **Handshake**
- I regularly check **Handshake** and the CPRC website for career opportunities
- I have a system of keeping track of my contacts, interviews and other job-search activities
- I follow up on every job lead immediately
- I have developed a list of potential networking contacts and keep in touch with them
- I send thank you emails to every person who interviews me