



JOB SEARCH CHECKLIST

1. ____ I can name two or three careers/jobs I plan to pursue.
2. ____ I have researched potential career fields: typical entry-level jobs, typical salaries, best geographic area for jobs, etc.
3. ____ I have identified 10 potential employers for the type of work I'm seeking.
4. ____ I have had my resume/cover letter reviewed by a Career Center counselor.
5. ____ I have developed my "30 second speech" for short encounters with employers.
6. ____ I have identified 3 individuals who will serve as references.
7. ____ I have prepared for interviews by practicing my responses to typical questions and/or made an appointment for a mock interview at the Career Center.
8. ____ I have interactive access to **Handshake**, check the site at least once every week for openings, and have uploaded my resume.
9. ____ I have a LinkedIn profile that I actively use and is completed with the most up to date info.
10. ____ I have targeted specific employers and contacted them.
11. ____ I have made a networking circle of personal and professional contacts and keep in touch with them.
12. ____ I have a list of websites that I check for job openings.
13. ____ I have a system for keeping track of my contacts, interviews, and other job search activities.
14. ____ I follow up on every interesting job lead immediately.
15. ____ I follow up each application with a phone call or e-mail to the employer requesting a job interview.
16. ____ I send thank-you letters or e-mails to every person with whom I interview.
17. ____ I have reviewed my social media presence to be sure it appropriately represents the professional image I intend to project.