Job Search Readiness Checklist

Searching for a job is a full time job in itself- are you putting in what you expect to get out of it?

Self-Awareness

☐ Identify your top skills, life values, and general career interests
☐ Target specific jobs in relation to your career interests
☐ Identify salary needs, preferred geographic location and work conditions
☐ Google yourself- see what employers see when they search for you, and remove any incriminating or unflattering photos, information, etc.
☐ Meet with a career counselor to clarify your ideas and direction

Target Potential Employers

☐ Identify appropriate resources for your field (news briefs, websites- vault.com, associations, professors)
☐ Develop list of 15-20 employers/companies you want to work for
☐ Review sources for leads on a daily basis

Develop Job Search Strategies

☐ Set measurable goals- what do you want to get out of this job search?
☐ Plan daily and weekly job search tasks- set deadlines for completing them
☐ Communicate regularly with your networking contacts
☐ Join professional networks in your field, online networks (LinkedIn.com) and attend events
☐ Look for volunteer opportunities to get related job experience
☐ Conduct informational interviews to uncover the hidden job market

Resume

☐ Write a targeted resume for each industry/field/job
☐ Emphasize results and transferrable skills
☐ Keep clean copies on quality resume paper with you at all times

Cover Letters

☐ Research the organization and show evidence of your research in the cover letter
☐ Personalize each letter to the correct hiring authority- research the name of the hiring manager

References

☐ Identify 3-5 colleagues and supervisors as references
☐ Contact them personally to ask if they will be a strong reference for you; obtain recommendation letters
☐ Have you references list available when you interview

Interview Skills

☐ Practice answers basic interview questions- be sure you are ready to share several concrete examples of how you excelled in a position
☐ Have a 30 second elevator speech prepared that tells an employer what you can do for them
☐ Develop a list of questions based on your research of the organization
☐ Send a thoughtful, hand-written thank you note

Career Services, University of La Verne, 2009.