



My Job Search Checklist

Target career field

- Complete self-assessment inventories to identify skills, interests, values and personality
- Review Major Possibilities guides
- Research career fields (industries, typical entry-level jobs, salaries, geographic locations, specific organizations)
 - Resource Center
 - Internet (Career Services' website: www.southwestern.edu/careers)
 - Talking to people/networking

Complete resume

- Review "Resume Writing Guide"
- Draft resume
- Get resume critique at Career Services
- Complete PirateLink registration and load resume into system. (Login from the Career Services' homepage)

Prepare for search

- Read "Job Choices" magazine
- Develop "60-second commercial" for short encounters with potential employers
- Analyze my education and develop my "liberal arts story" for employers
- Identify at least three individuals to serve as references
- Develop interview skills (participate in practice interview) and obtain interview suit
- Create professional-sounding voicemail message and email address, beware of unprofessional web presence (e.g. blogs, Facebook, MySpace, personal websites, etc.)
- Create system for tracking contacts, applications sent, interviews and other job-search activities
- Attend Career Services programs to build skills and make connections (e.g. Senior Surge, Professional Practice Interview Days, Etiquette Dinner, Career Connections BBQ, etc.)

Conduct search

- Research on-line
 - Check Career Services' PirateLink website regularly
 - Employer's own websites (look for "Jobs, Employment, Careers," etc.; do a Google search for employers in your geographic area of interest, such as "Austin non-profits")
 - Third-party posting sites, like www.craigslist.org or www.indeed.com, a site that crawls other job posting sites, may be helpful, along with www.monster.com, www.hotjobs.com, www.careerbuilder.com, etc.
- Network
 - Conduct informational interviews with alumni, employers and other contacts
 - Tell everyone you meet you're job searching
 - Attend networking events, like Homecoming and Career Connections BBQ
 - Follow up on each networking activity with a thank-you note/email
- Attend job fairs
- Utilize temporary or employment agencies
- Search classified ads in newspapers
- Follow up on every job lead immediately
- Contact employer via phone within two weeks of submitting resume/cover letter to check on status of search
- Keep a copy of resume next to phone in case an employer calls
- Send thank-you letters within 24 hours to each person who interviews you

