



# 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](http://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 "30-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

- Search on-line
  - Check Career Services' PirateLink website regularly
  - Employer's own websites (look for "Jobs, Employment, Careers," etc.)
  - Third-party posting sites, like [www.craigslist.org](http://www.craigslist.org) or [www.indeed.com](http://www.indeed.com), a site that crawls other job posting sites, may be helpful, along with [www.monster.com](http://www.monster.com), [www.hotjobs.com](http://www.hotjobs.com), [www.careerbuilder.com](http://www.careerbuilder.com), etc.
- Attend job fairs
- 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 each networking activity with a thank-you note/email
- 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

