



# Resource Center

## Job Search Checklist

Come into the Resource Center for assistance with these skills and more!!!

### Startup Phase

Create your résumé	You will need several versions (a different one for each position you are applying for)
Test your résumé	Show it to several people and get their suggestions
Define your limits	Geographic preferences, salary, job type
List everyone you know	Categorize and prioritize your list (Your Network)
List companies who might hire you	Categorize and prioritize your list (Your Target Companies)
Create a Record Keeping System	Calls/messages sent, companies/people contacted, responses received, résumés sent, Information received, meeting and phone call notes, interviews, thank you notes sent
Create a Weekly Schedule & List of Tasks	Set aside particular hours each day for job searching
Create Self-Marketing Materials	Brochure? List of projects? Paper versions? Electronic versions?
Create Business or Networking Cards	Hand them out at meetings, interviews, etc.
Create Electronic Versions of Résumé	Use plain text, standard fonts for all résumés to be imbedded in e-mails or attachments
Create a Personal Marketing Campaign	Job search plan of what you will do when, how many people you will contact, etc.
Develop a Needs-Contribution Statement	List of industry requirements compared to your list of capabilities

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Contact people who may be references	Both professional and personal; use them as "advisors" for your job search
Create your "30-Second Elevator" Speech	Name, qualifications, capabilities, history, skills
Practice your "Reasons for Leaving" Speech	If you are going to need to leave your current job to pursue you new job, prepare a professional statement explaining why
Write several sample Cover Letters	Different versions for different jobs, on both paper and electronic
Prepare short versions of Your Biography	For inclusion in e-mails, job search internet sites, etc
Check the Resource Center, Library, Bookstores, etc	For job search and how-to resources, book, and articles
Gather office materials	Résumé paper, stamps, envelopes, paperclips, a professional pen (that does not click)
Start an Appointment Calendar	Paper or electronic (whichever will keep you better organized)
Set up a Workspace	To keep your records and materials orderly, space for computer, printer, etc
Set up E-mail	Make sure it is a <b>professional sounding</b> e-mail account (school e-mail addresses are fine), create your e-signature
Set up phone Answering Service	Create a <b>professional outgoing</b> message
Create a Personal Job Search Website	Include your résumé, projects (remember anyone may be able to see it)

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### Active Job Search Phase

Contact everyone you know	Use this list you created in the Startup Phase (talk to anyone new you meet)
Contact people that know of openings	Ask them for additional opportunities & possibilities, names, companies, etc
Contact people to ask for an interview	Ask them for advice about your job search, <b>not for a job</b>
Attend Professional Society Events	Tell everyone you meet about your job search, pass out business cards, collect names
Attend Social & Community Events	Tell everyone you meet about your job search, pass out business cards, collect names
Join a career orientated support group	PAPEN, WorkQuest, etc
Expand your Internet search	Respond immediately to any openings, in your field, that you see
Subscribe to mailing lists and E-Newsletters	May list jobs, networking information, events
Revise Résumé and other materials	Keep all your information updated as changes happen with you and the job market
Register with Job Search Agencies	Employment agencies, placement agencies, temp agencies, etc
Answer the Phone in a Professional Agency	Minimize background noise, be ready to take notes
List Questions to Ask an Interviewer	The interviewer may call, so be prepared with questions and answers
Practice Interview Questions & Answers	The interviewer may call, so be prepared with questions and answers

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Do something professional every week	Do volunteer work, or attend courses, workshops, events, trainings, or presentations
Create an Interview Agenda	List items you want to cover in the interview and take it with you to the interview

### Weekly Tasks to React to Immediately

E-mails, letters, and thank you notes
Phone calls
Meetings
Other networking activities
Check printed want ads
Updated résumé and other documents
Update and review Job Search Plan
Update List of Tasks to be completed
Updated Weekly Calendar

### Daily Tasks to React to Immediately

Respond to any opportunities
Check E-mail several times a day
Check Internet Job Search sites and Newsletters
Check Job Posting on Target Company Websites
Contact more companies and people
Check your messages in case you missed a call
Maintain your personal appearance
Do something fun and personal (to remain sane)

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