

JOB SEARCH CHECK LIST

Complete items 1-3 Before starting your job search		
1.	Identify Occupations	<input type="checkbox"/> Make a list of your background and experience. <input type="checkbox"/> Review job postings for required skills and knowledge. <input type="checkbox"/> Identify jobs that use your talents.
2.	Identify Employers	<input type="checkbox"/> Create list of target employers. <input type="checkbox"/> Ask relatives, friends, etc. to help you look for specific job openings. <input type="checkbox"/> Research/contact employers to get company and job information. <input type="checkbox"/> Use libraries, LinkedIn, newspapers and other sources to find more companies.
3.	Prepare Materials	<input type="checkbox"/> Write resume. Use job postings to fit your skills with their openings. <input type="checkbox"/> Write cover letters. <input type="checkbox"/> Create application master to use when filling out real applications.
Complete items 4 – 5 EVERY DAY of your job search		
4.	Plan Your Time	<input type="checkbox"/> Get yourself into a routine. <input type="checkbox"/> Make a “To Do” list of everything you’ll do to look for a job. <input type="checkbox"/> Spend productive time every day looking for work (goal: at least 5 hours) <input type="checkbox"/> Reward yourself after accomplishing goals.
5.	Contact Employers	<input type="checkbox"/> Contact companies on your target list (even if they are not advertising openings). <input type="checkbox"/> Go to companies and fill out applications. Fill out applications on line. <input type="checkbox"/> Contact friends and everyone you know to help you in your search. <input type="checkbox"/> Search job posting boards. <input type="checkbox"/> Contact employment agencies/recruiters.
Complete items 6 – 9 when you have interviews		
6.	Prepare for Interviews	<input type="checkbox"/> Research the company. <input type="checkbox"/> Review the job posting to be able to match your skills with what they are looking for. <input type="checkbox"/> Practice answering tough interview questions. <input type="checkbox"/> Prepare list of questions to ask the company. <input type="checkbox"/> Have all the materials ready to go for interview (resumes, references, etc.)
7.	Go to Interviews	<input type="checkbox"/> Dress appropriately and arrive early. <input type="checkbox"/> Be positive and thank interviewer for their time. <input type="checkbox"/> Ask what their time frame is and when you should follow up.
8.	Evaluate Interviews	<input type="checkbox"/> Send a thank you letter within 24 hours. <input type="checkbox"/> Assess what went well and what could have been done better.
9.	Accept the Job	<input type="checkbox"/> Fully understand the job responsibilities, expectations, work hours and salary. <input type="checkbox"/> Every offer is negotiable, what is most important to you.