

JOB SEARCH CHECKLIST FOR STUDENTS

The job search can feel overwhelming, so it's helpful to break it into manageable steps. The good news is you don't have to do every step in order. For example, you can start working on a résumé template before you identify what you want to do.

Just start checking off as many of these activities as you can, and you'll find yourself on the way to a great opportunity!

Step 1: Know yourself

- _____ The Career Success Center at RRCC provides current students, alumni, and community members with individualized career counseling and coaching, employment resources, career assessments and job search skills assistance - <http://www.rrcc.edu/career-services>.
- _____ I have identified my personal strengths, skills, interests and values.
- _____ I have made a list of possible job titles/fields of interest.
- _____ I can name two or three careers/jobs I plan to pursue.

Step 2: Know where you want to work

- _____ I have researched organizations or companies that hire someone with my skills, interests and background.
- _____ I have researched potential career fields: typical entry-level jobs, typical salaries, best geographic location for jobs, etc.
- _____ I have identified the top three geographic areas where I'd like to live and work.
- _____ I have identified 10 potential employers for the type of work I'm seeking.

Step 3: Get ready for the search

- _____ I have had my résumé and cover letter(s) reviewed by a professional in the field or a staff member at RRCC Career Services and am ready to tailor them to specific job applications.
- _____ I have prepared a portfolio or work samples to highlight my experience, skills and talent.
- _____ I have developed my "30-second speech" for short encounters with employers.
- _____ I have identified three individuals who will serve as references.
- _____ I have developed my interview skills.
- _____ I have prepared for interviews by practicing my responses to typical questions and/or doing a mock interview.
- _____ I have an interview outfit that is appropriate for the field in which I plan to work.
- _____ I have a professional-sounding answering machine/voice mail message in case an employer calls.
- _____ I have a neutral/professional e-mail address to give to employers.

Step 4: Start searching

- _____ I have registered with RRCC Career Services to search/apply for off-campus jobs, internships, and volunteer opportunities - <http://www.rrcc.edu/career-connect>
- _____ I have researched the best online job search sites for my industry and updated my LinkedIn profile.
- _____ I have a system for keeping track of my contacts, interviews and other job-search activities.
- _____ I follow up on every interesting job lead immediately and tailor my résumé and cover letter to fit each job application/submission.
- _____ I have developed a list of potential networking contacts and keep in touch with them.
- _____ I keep a copy of my résumé next to my phone in case I receive a call from an employer.
- _____ I send hand written thank you letters (or e-mails) to every person who interviews me.

(Adapted from <https://www1.udel.edu/CSC/pdf/jobsearchchecklist.pdf>)



This product was funded, in whole or in part, by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information of its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.