

UIS CAREER DEVELOPMENT CENTER

JOB SEARCH CHECKLIST

COME IN TO THE CAREER DEVELOPMENT CENTER FOR ASSISTANCE WITH THESE SKILLS & MORE

(Adapted with permission from Ramey Technical Writing's Job Search Checklist)

STARTUP PHASE

Create Your Resume	You will need several versions (a different one for each position you are applying for)
Test Your Resume	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)
Find and Prioritize Job Search Websites	Create a list of sites to check
Create a Record Keeping System	Calls/messages sent, companies/people contacted, responses received, resumes 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 search
Create Self-Marketing Materials	Brochure? List of projects? Paper versions? Electronic versions?
Create Business or Networking Cards	Hand them out at meetings, interviews, etc.
Gather Materials and Create a Portfolio	Create electronic and/or professional portfolio in a professional folder or binder
Create Electronic Versions of Resume	Use plain text, standard fonts for resumes 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
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 'Reason for Leaving' Speech	If you have left a job, prepare a professional statement explaining
Write Several Sample Cover Letters	Different versions for different jobs (both paper and in email)
Prepare Short Versions of Your Biography	For inclusions in e-mails, job search internet sites, etc
Check the Library, Bookstores, etc	For job search and how-to resources, books, and articles
Gather Office Materials	Resume paper, stamps, envelopes, paperclips, a professional pen (that doesn't click)
Start an Appointment Calendar	Paper or electronic (whichever 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 professional sounding e-mail account, create your e-signature
Set Up Phone Answering Service	Create a professional outgoing message
Create a Personal Job Search Website	Include your resume, projects (remember anyone may be able to see it)

ACTIVE JOB SEARCH PHASE

Contact Everyone You Know	Use the 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, not for a job
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 Support Group	PAPEN, WorkQuest, etc
Expand Internet Search	Respond immediately to any openings you see
Subscribe to Maillists and E-Newsletters	May list jobs, networking information, events
Expand List of Contacts	Through networking and company research
Revise Resume and Other Materials	Keep all of your information updated as changes happen with you and the 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
Do Something Professional Every Week	Volunteer work, attend courses, workshops, events, trainings, 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, & Thank You Notes
Phone Calls
Meetings
Other Networking Activities
Check Printed Want Ads
Update Resume & Other Documents
Update & Review Job Search Plan
Update List of Tasks to be Completed
Update Weekly Calendar

DAILY TASKS TO REACT TO IMMEDIATELY

Respond to Any Opportunities
Check E-Mail Several Times a Day
Check Internet Job Search Sites & Newsletters
Check Job Postings 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 & Personal (To Remain Sane)