

GC office of career & personal development

JOB SEARCH CHECKLIST

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

PLANNING AND PREPARATION

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
Create Electronic Versions of Resume	Use plain text, standard fonts for resumes to be imbedded in e-mails or attachments. Create different versions for different types of jobs
Create Your LinkedIn Profile	Make sure it reflects your goals; ask others to review; connect with professionals. Join the Greensboro College Alumni LinkedIn Group
Define Your Limits	Geographic preferences, salary, job type, industry
Define Your Strengths & Weaknesses	Know these as they pertain to the career you are seeking
Identify Your Transferable Skills	Know the value you bring
Identify Your Key Accomplishments	From School, Internships, Work, Community Service, Other Activities
Develop a Needs-Contribution Statement	List of industry requirements compared to your list of capabilities
List Everyone You Know	Categorize and prioritize your list (your network)
Contact People Who May be References	Both professional and personal. Use them as "advisors" for your job search.
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 Job Search Plan	Plan of what you will do when, how many people you will contact, etc
Create a Weekly Schedule & List of Tasks	Set aside particular hours each day for job search
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
Start an Appointment Calendar	Paper or electronic (whichever keep you better organized)
Create Business or Networking Cards	Hand them out at meetings, interviews, etc.
Gather Materials and Create a Portfolio	Create electronic (other than LinkedIn) and/or professional portfolio in a professional folder or binder
Create Your "30-Second Elevator Speech"	Name, qualifications, capabilities, history, skills. Define the unique value you bring and which distinguishes you from others
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 Internet, Bookstores, etc	For job search and how-to resources, books, and articles
Gather Office Materials	Resume paper, stamps, thank you note cards, envelopes, paperclips, a professional pen (that doesn't click)
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

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 Informational Interview	Ask them for advice about your job search, not for a job
Connect with Greensboro College Alumni on LinkedIn	Connect with alum who work in companies, industries and positions of interest to you. Ask for informational interviews and advice; note where they are working
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
Expand Internet Search	Respond immediately to any openings you see
Subscribe to Mail lists 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
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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)