

Job Search Checklist

The difference between the student who has success in the job market and the one who has difficulty is often due to the amount of preparation and planning to which each is dedicated. You must be willing to make a personal commitment of time and effort to get positive results.

So, be proactive and use this checklist as a guide for completing important job search tasks. Visit the Career Services Center online or in person for valuable resources and coaching as you proceed. We look forward to working with you!

Utilize resources

- Learn about our services, programs, and special events by visiting our website at www.clarion.edu/career. It has a wealth of career planning and job search information.
- Make an appointment with one of the professionals in the Career Services Center (114 Egbert) to discuss your tentative career goals and learn how we can help you prepare and plan for a job search.
- Check our Events Calendar at www.collegecentral.com/clarion regularly for information about upcoming career events and job fairs.
- Check your university e-mail account regularly for the CSC E-news and special messages from our center.

Make the most of your final year on campus

- Take elective courses that will expand your skills, strengthen your marketability, and enhance your understanding of your chosen field.
- Participate in a campus organization related to your career field, and volunteer for roles that will enhance your leadership skills.
- Gain experience through an internship, co-op, student teaching, fieldwork, or community service prior to or during your final year.

Research your preferred occupation

- Research the occupations in which you are interested through printed materials, multi-media resources, and the Internet.
- Review the CSC publications on [Informational Interviewing](#) and [Job Shadowing](#) to learn how to approach professionals who can provide valuable career information and offer advice on finding a job in your field.
- Take advantage of any opportunity (such as field trips or professional organization meetings) to network with professionals in your chosen field. Discuss your skills, achievements, and experiences with these individuals. Ask questions about their backgrounds, job responsibilities, and work environments so you can determine if the field or position relates to your career interests. Seek their insight and advice about the qualifications required for the field so you can plan your remaining semesters. Ask about effective job search methods in the field.
- Read professional journals and publications, or join an Internet discussion group related to your career field. Keep up-to-date with issues and trends in the profession.

Make an assessment

- Be able to clearly state what kind of work you want to do using the following format:
 - I want to do _____(job functions, tasks, responsibilities)
 - Using _____(skills, knowledge, experience)
 - In _____(setting, work environment, “industry”)
- Identify the qualifications (knowledge, achievements, skills, and experiences) that you can contribute to a company or organization.

Become an informed job hunter

- Attend the [Job Search Series](#) which includes sessions on resume writing, interviewing, application letters, references, professional attire, professional etiquette, networking, and job fairs (offered by the Career Services Center).
- Read [Top Twenty Job Search Tips](#) which was developed by the PASSHE career centers.
- Talk with recent graduates or alumni in your major concerning the job market and their successful job search methods.
- Conduct Internet searches to research occupations and employers, and obtain job search information.
- Learn how to network, and begin building a network of personal contacts. Prepare a list of relatives, friends, acquaintances, faculty, alumni, community people, and others whom you can contact for career information and job leads. Your list should include:
 - people who are in the career field or organization in which you have an interest
 - people who know others that are in the career field or organization
 - people who do the hiring for their organizations
 - people with connections to the people who do the hiring for their organizations
- Determine the best resources for learning about potential employers or job opportunities in your field. Individuals who use a wide variety of job search methods are usually more successful in finding employment than those who use only one or two methods.
 - **Advertised jobs**
 - Campus interviews and the Fall/Spring Career Fairs
 - CSC online jobs database
 - Campus and regional career events/job fairs
 - Employer websites (job listings or database)
 - Professional organization websites (job listings or database)
 - Professional publications (employment ads section)
 - Employment, personnel, or temporary agencies
 - State employment agencies, such as Pennsylvania CareerLink
 - **Potential Employers/Unadvertised Jobs**
 - Networking, informational interviewing, and using personal contacts (such as family, friends, faculty, alumni, etc.)
 - Professional organization membership directories or other directories that list organizations by industry or field
 - Chamber of commerce directories or chamber websites
 - Yellow pages
- Research specific employers by:
 - Visiting the employer’s website for information. If available, review the organization’s annual report, descriptions of career opportunities, information about the services or products, etc.
 - Checking Career Services’ Center’s Resource Room and the resources in Carlson Library’s Reference Room for employer information.
 - Talking to people who work for the organization or in the field.

Prepare and organize your job search documents

- Develop a timeline for your job search. Make a list of job search tasks that you need to accomplish, and develop a deadline for each task.
- Attend the [Job Search Series](#) which includes sessions on resume writing, interviewing, application letters, references, professional attire, professional etiquette, networking, and job fairs.
- Review the [Checklist for Organizing Application Materials](#) handout that lists the documents or materials typically required during the application process.
- **Resumé:**
 - Review the [Resumé Writing](#) publication and the [Worksheet for Building Your Resumé](#).
 - Make an appointment to have your resumé critiqued by a CSC staff member before final printing.
- **Letter of application:**
 - Review the [Job Search Letters](#) publication.
 - Prepare a rough draft of a letter. Make an appointment to have your rough draft reviewed by a Career Services staff member before sending it to an employer.
- **References:**
 - Review the [Job References](#) publication so you know whom to ask to serve as a reference and how to ask them.
 - Identify individuals to serve as references. Inform them of your career goals, and provide them with a copy of your current resume.
 - Develop a reference sheet listing your references and their contact information.
- **Performance evaluations:** Collect evaluations from internships, co-ops, student teaching, or clinical experiences.
- **Transcript:** Request a final transcript from the [Registrar's Office](#), and make copies in case an employer requests one.
- **Additional documents:** Collect copies of certificates, licenses, and/or professional test results which are a requirement of your profession.
- **Application forms:** Complete any application forms required by employers.
- **Portfolio:** Review the [Portfolio Planning](#) publication. Develop a portfolio of documents and other items that support your candidacy and provide evidence of your knowledge, achievements, skills, and experience.

Develop your interviewing skills

- Review the [Effective Interviewing](#) and [Behavioral Interviewing](#) publications.
- Practice responding to interview questions with a friend playing the interviewer's role.
- Schedule an appointment for a simulated job interview with a Career Services staff member to practice and refine your interviewing skills. Review the [Mock Interview Program](#) handout.
- Review information on how to dress for an interview in the [Professional Attire](#) publication, and seek advice from a Career Services staff member if you are unsure about what to wear.

Let employers know you're looking

- Establish an online account (register) at www.collegecentral.com/clarion and upload a resumé so it is available on the Resumé Database . Employers use the Resumé Database to search for candidates. If you need assistance with using the system or uploading your resumé, stop by our office. We'll be glad to help!
- Visit our [Campus Recruiting Program](#) website to obtain information about employers recruiting on campus and how you can participate.
 - Check the Campus Recruiting Schedule or the [Career Calendar](#) weekly to see if the employers recruiting Clarion graduates are of interest to you.
 - Review the CRP [Overview for Students](#) to learn which employers visit college campuses to recruit candidates and why they find it an effective method.
 - Review the CRP [Checklist for Students](#) so you learn about the sign-up process and how to prepare for campus interviews.
 - Review the CRP [Policies for Students](#). You will be expected to abide by these policies if you are a participant in the program.
 - Prepare a resumé and have it reviewed by a CSC staff member so you can submit it to employers recruiting on campus.
 - Set up an online account through www.collegecentral.com/clarion so you can submit your resumé to employers and manage your campus interviews.
- Learn about job fairs and other recruiting/networking events through our Events Calendar. Visit our [Job Fairs](#) website for resources on how to prepare for a job fair and a list of events for this year.
- Contact potential employers to express your interest in employment by:
 - Determining key contacts within the organization.
 - Sending your resumé with a persuasive application letter.
 - Arranging for an informational interview or face-to-face meeting with a contact.
 - Using an individual in your network to make a referral for you.
 - Phoning/visiting someone in the organization who may be in a position to hire you.
- Keep a record of your contacts, their suggestions or leads, steps taken, and follow-up tasks to be accomplished.
- In the meantime, consider temporary, volunteer, or part-time positions to give you experience and exposure to a variety of work environments while you are job hunting.

Consider the emotional issues

- Discuss how your career goals may affect the significant people in your life.
- Develop a support group of friends and family to whom you can talk about your job search successes and frustrations.
- Seek assistance from resources, such as [Counseling Services](#), to help you handle the transitions in your life (e.g., from college student to professional...from campus to the "real" world...from dependent status to independent status...from a familiar environment to a new location).

This publication is available online at:
www.clarion.edu/15037.pdf

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