Center for Career and Professional Development
Self-Guided Job & Internship Search Strategies Checklist

Website: www.clarion.edu/career  Email: careers@clarion.edu

**INTERNSHIP ONLY DETAILS**

- Identify internship details:
  - Internship Type: __ Paid __ Unpaid
  - Semester wanted: __ Fall __ Spring __ Summer __ Winter
  - Location: _______________________________________________________
  - For Academic Credit: __ Yes __ No (If yes, meet with your Departmental Internship Coordinator)

- Review internship resources: www.clarion.edu/internship

**JOB & INTERNSHIP SEARCH PROCESS**


- Identify key words (position titles, industries) to use during your job search using employment occupation and outlook sites at www.clarion.edu/explore. Recommended site - O’Net: www.onetonline.org

- Login to your Career Connections account:
  - Complete or update personal and academic profiles
  - Search positions and campus recruiting interviews posted on Jobs tab
  - Check Events tab for Clarion sponsored career fairs
  - Find global calendar of events on the Career Calendar
  - Use OCR tab to review your campus recruiting interview status

- Visit our website for other Clarion sponsored career fairs: http://www.clarion.edu/careerevents

- Review Online Job & Internship search engines
  - State CareerLink/Job Assistance Centers: PA Job Gateway: https://www.jobgateway.pa.gov/
  - State Civil Service sites: www.scs.civil.pa.us
  - Federal Jobs: www.usajobs.gov
  - Career specific job search sites

- Research Company websites for opportunities:
  - Career/Student event
  - Online application procedures
  - Networking events/Site Visits
  - Recruitment Open Houses/Job Fairs

- Check regional, state and national association websites for online job postings

- Search Newspaper Classified Ads (online and hard copy)

- Create a LinkedIn account to find companies and job postings

**JOB SEARCH PREPARATION DOCUMENTS AND PROFESSIONAL DEVELOPMENT RESOURCES**

- View these resources: http://clarion.edu/academics/career-services/plan-and-manage-your-career/professionalism/
  - Resume reviewed( clarion.edu/resumes) __ Practice interview conducted
  - References obtained __ Interview attire purchased
  - Cover/application letter drafted __ Business etiquette reviewed
  - Portfolio prepared __ Review Networking Resources
  - Review Elevator Speech resources __ Transcript request process (Registrar’s office)

**Need Help?**  Call 814-393-2323 to meet with a career coach, stop by 114 Egbert Hall or contact us by email.

General Questions: careers@clarion.edu  Resumes: resumes@clarion.edu
Career Connections: clarioncms@clarion.edu  Interviewing: Interview@clarion.edu

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