
Evaluate Your Job Search

Searching for a job can be overwhelming and frustrating at times, but Career & Professional Development can help you take a new approach to the process! Use the checklist below to identify areas of your job search to strengthen. Contact Career & Professional Development for additional help on any of the areas below.

Job Search Preparation:

- I know my top 3 skills/selling points as they relate to the field/industry I am pursuing.
- I can communicate verbally and in writing my skills/selling points to employers and networking contacts.
- My resume and cover letter(s) have been reviewed by Career & Professional Development and at least one professional in my field of interest.
- I secured at least three individuals who are serving as references.
- I maintain contact with my references and keep them up to date on my search.
- I have a well-tailored, ironed suit prepared for interviews.
- I participated in a mock interview to improve my interviewing skills.
- I have a professional sounding voice mail message.
- I use a neutral/professional e-mail address on my job search documents.
- I conducted an online search for my name and have either removed negative media or combatted it with positive media.
- I have an updated LinkedIn profile and am actively using it.

Targeted Job Search:

- I know the typical entry-level jobs, salary range, and best geographic locations for the type of work I seek.
- My search is focused on 1-3 geographical areas in which I want to live and work.
- I tailor my resume to every position I apply for, beyond changing just the objective.
- I send a tailored cover letter to every job for which I apply.
- I identified at least 10 potential organizations/companies to target in my job search.
- I researched my target organizations/companies to learn as much as I could about them.
- I identified a contact within each of the organizations/companies I am targeting and followed up.
- I have networking contacts with whom I keep in touch.
- I use LinkedIn to identify contacts, expand my network, and learn about opportunities.
- I am a member of one or more professional associations.
- I have 2-3 job search websites that I check frequently.

Employer/Contact Follow-Up:

- I have a system for tracking my networking contacts, applications, interviews, and other job search activities.
- I follow up on every interesting position lead in a timely manner.
- I follow up each application with a phone call or e-mail to the employer.
- I send thank you notes or e-mails to every person with whom I interview or network.