

JOB SEARCH CHECKLIST

Conducting a thorough and successful job search can be challenging. Utilizing a job search checklist can help you set specific deadlines for accomplishing your goals and put you closer to securing an exciting position in your career field of interest.

Articulate what you want

- Review your skills, values, interests, and personal qualities and match your characteristics to career opportunities that exist in the job market.
- Examine the realistic aspects of the career fields you are interested in (*geographic location, advanced degrees required, specialized skills and experience required, realistic salary range, etc.*).
- Look at the challenges you may face in making a specific career choice and explore ways that you can overcome any barriers.

Target preferred industries and identify potential employers

- Research potential employers in your field using the online job search engines and aggregates.
- Ask your professional contacts about openings they know of in your field, research the employers thoroughly, and talk to your internship supervisors/labor supervisors/faculty about industry contacts they may know.
- Identify 15 – 25 organizations that interest you and that are located in your preferred geographic region.

Pinpoint skills needed by employer and determine role needed

- Visit the websites of all the organizations that you are targeting. If you cannot find out any employment information via the website, consider making cold calls to the employers in whom you are very interested.
- Use the exact language and the keywords listed on the job posting in your cover letter, on your resume and in the content section of your application. Use the “Understanding what the employer needs” worksheet to analyze what the employer is seeking to ensure that you are clearly outlining how and why you are a solid candidate.

Tailor your resume to targeted employer

- Prepare a professional, TAILORED, concise resume and cover letter to present to each employer.
- Submit all materials required in a timely manner.

Identify and connect to decision-maker through NETWORKING

- Contact at least 10 – 15 people (BC alumni, faculty, internship/research supervisors, labor supervisors, etc.) - to create an effective networking system.
- Obtain employment information by asking specific questions – find out if they anticipate any openings in your career field and find out the name and title of the person that you need to forward your resume and cover letter to. Don't forget to ask what steps they will be taking for selecting and interviewing candidates (ask if there is a deadline for resume submissions and find out if they have a tentative hiring date).

Develop meeting opportunity

- Invite the employer to schedule a time to meet by asking for an interview at the end of your cover letter.
- Prepare for interviews by conducting research about the companies that you have contacted and participate in a mock interview through Career Development.
- Be sure to practice answering behavioral based questions and career related questions. Be prepared to ask the employer intelligent, well thought out questions about the position and the company to ensure that their work environment is a good fit for your career goals.

Interview

- Say THANK YOU while you are interviewing.
- Ask for the timeline of their hiring process.
- Follow any interviews with thank-you letters and follow-up phone calls to each potential employer.

Job Offer

- Evaluate job offers to be sure they meet your criteria and desired level of work satisfaction.
- Negotiate realistic salary and benefits according to your “market value”. Talk to your professional contacts or contact the Career Development staff to discuss negotiating salary in detail.