

# Job Search Checklist

## Preparation

- Clean up all online profiles & social networking sites
- Get your résumé and cover letters reviewed
- Prepare your "elevator speech" for brief encounters with employers/contacts

## LinkedIn.com

- Register on LinkedIn.com and create professional profile
- Ask people to write recommendations for your profile (faculty, supervisors, etc.)
- Join groups on LinkedIn related to your field of interest

## Research

- Use *Career Shift* to locate organizations, jobs, and contact information by industry and location ([www.ithaca.edu/icareers](http://www.ithaca.edu/icareers))
- Research industries and organizations (size, location, history, services/products, mission, etc.)
- Check individual organization's websites for internship postings

## Network

- Make list of contacts (people you know and people you want to know)
- Tell your advisor, faculty, friends, family, etc. that you're looking for a job
- Initiate contact to set up informational interviews with people in career fields you're interested in
- Connect with IC alumni in your field using the *Alumni Directory*
- When you get tips, assistance, etc. follow-up with a thank you email or letter

**Job Search Websites:** Register on *HandShake* (Ithaca College's job and internship database) and other free sites like: [Indeed.com](http://Indeed.com), [CareerBuilder.com](http://CareerBuilder.com), [hotjobs.yahoo.com](http://hotjobs.yahoo.com), etc., and industry-specific sites, like [psycareers.apa.org](http://psycareers.apa.org), [www.teachers-teachers.com](http://www.teachers-teachers.com), etc.

- Registered on: \_\_\_\_\_ User name: \_\_\_\_\_ Password: \_\_\_\_\_
- Registered on: \_\_\_\_\_ User name: \_\_\_\_\_ Password: \_\_\_\_\_
- Registered on: \_\_\_\_\_ User name: \_\_\_\_\_ Password: \_\_\_\_\_

**Join Professional Organizations:** Use the Association Directory on [www.weddles.com](http://www.weddles.com)

- Joined: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_
- Joined: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_

## Job Fairs, Open Houses, & Networking Events

- \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_
- \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_
- \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

## Volunteer Work & Internships

- \_\_\_\_\_
- \_\_\_\_\_

## Logistics

- Make sure your voicemail message and e-mail address are professional/appropriate
- Follow up within a couple weeks after you apply (unless they specify "No phone calls")
- Keep track of all applications, dates applied, correspondences, follow up, etc.

## Interview Preparation

- Practice responding to typical interview questions
- Do a mock interview with Career Services
- Get interview attire appropriate for the field to which you are applying
- Send thank you letters or e-mails within 24-48 hours after an interview



# Job Search Flowchart

