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 PROFILE
- 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
- Ask to join IC Alumni Group and Career Services at Ithaca College for exclusive job opportunities

RESEARCH
- Use IC Career Shift to locate organizations, jobs, and contact information by industry and location
- Research industries and organizations (size, location, history, services/products, mission, etc.)
- Check individual organization’s websites for internship postings

NETWORKING
- 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 Ithaca College HandShake and other free sites such as Indeed, CareerBuilder and industry-specific sites.

JOIN PROFESSIONAL ORGANIZATIONS
Check out the Association Directory on Weddle’s

ATTEND JOB FAIRS, OPEN HOUSES, & NETWORKING EVENTS
Keep an eye out for emails for Career Services emails and check out IC Engage for upcoming events!

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 appropriate attire for the field to which you are applying
- Send thank you letters or e-mails within 24-48 hours after an interview
1. CHOOSE WHAT JOB YOU WANT TO APPLY FOR
   Assess what your career-related interests, skills and values are

2. PREPARE FOR YOUR SEARCH
   - Update professional resume
   - Practice elevator pitch
   - Clean up/update online profiles
   - Research job market and trends in your field

3. SEARCH THE OPEN JOB MARKET
   - Search online job boards and company websites for postings
   - Attend career/job fairs
   - Contact recruiting agencies

4. NETWORKING TO SECURE A JOB
   - Be sure to inform your personal network that you are looking for a specific opportunity
   - Schedule informational interviews with professionals you wish to network with
   - Join professional associations and attend networking events
   - Use the alumni directory to connect with IC alumni

5. APPLICATION
   - Review your resume and cover letter before submitting
   - Follow application instructions EXACTLY
   - Be sure to put the key buzzwords from the job description in your resume and cover letter
   - Follow up with an e-mail within 2-weeks

6. INTERVIEW
   - Prepare for possible interview questions with our interview guides
   - Do a mock interview with Career Services staff
   - Research the company in detail before your interview
   - Send a thank-you note or e-mail within 24-48 hours

7. NEGOTIATE AND ACCEPTING THE JOB
   - Research average salaries and cost of living of the position and city it’s located in
   - Consider job offer and it’s benefits (Pro’s and Con’s list)
   - Check out our salary negotiation guide for more tips