

# JOB SEARCH CHECKLIST

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*Finding a job is a process that requires extensive time and effort. Use this checklist to keep track of the steps you have already completed, and then plan for the rest. Contact the career development office if you need assistance with any aspect of your job search.*

- Identify the types of positions and organizations that interest you, as well as the skills and background needed for that type of work.
- Determine your preferred geographic location (if location is important to you).
- Educate yourself with up-to-date information about your targeted positions, organizations and locations.
- Ask a minimum of three people (e.g., supervisors, professors, advisors) to serve as references.
- Make sure that your e-mail address and voice mail greeting are professional.
- Bring your resume and cover letter to the career development office to obtain feedback.
- Customize your resume and cover letter to each potential position.
- Assemble a portfolio with examples of your work (optional).
- Design a job search plan with measurable goals.
- Create an account on CalvinLink ([www.calvin.edu/career](http://www.calvin.edu/career)), an online job posting system available through the career development office.
- Use the Internet to search and apply for jobs, but do NOT invest all your time there. Only a small percentage of open positions are actually advertised online or in newspapers; therefore, you should be spending the majority of your time tapping into the “hidden” job market through networking and personally calling/visiting potential employers.
- Develop a “networking statement” – a concise description of your educational and work background, as well as the type of position in which you are interested and for which you are qualified.
- Network, starting with people you already know (friends, family, past supervisors and co-workers, professors, neighbors, church members). Share your “networking statement” with them and ask for advice, determine if they know of any openings that match your interests and qualifications or if they know of other individuals who work in your desired field. Network with Calvin alumni using the uKnight online alumni directory ([www.calvin.edu/alumni](http://www.calvin.edu/alumni)).
- Continue networking with individuals recommended to you.
- Keep records of all contacts made and resumes sent throughout your job search. Follow-up as appropriate.
- Own or have access to professional clothes to wear to an interview.
- Prepare for interviews by completing a practice interview with career development, rehearsing answers to potential questions, researching positions/companies, and writing down questions you want to ask.
- Send thank you notes after each interview.
- Check the career development website ([www.calvin.edu/career](http://www.calvin.edu/career)) for a schedule of upcoming career fairs and on-campus recruiting events.
- Attend career fairs and on-campus recruiting events.
- Use a combination of job search strategies (e.g., Internet, networking, career fairs, etc.) in order to be most effective.
- Be patient and keep a positive attitude!