

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 Search* to locate organizations by industry, and their contact information
 - <http://v2.careersearch.net/client> (client referral: bombers)
- 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 Online Community*
- When you get tips, assistance, etc. follow-up with a thank you email or letter

Job Search Websites: Register on *eRecruiting* (Ithaca College's job and internship database) and other free sites like: Indeed.com, CareerBuilder.com, hotjobs.yahoo.com, etc., and industry-specific sites, like psyccareers.apa.org, 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

- 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/Internship Search Flowchart

