

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



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



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 [InfoPlease](#)



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



STEPS TO FINDING A JOB

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

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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](#) and [LinkedIn](#) to connect with IC alumni

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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

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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

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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