

Job and Internship Search Checklist

The job search can feel overwhelming, so it's helpful to break it into manageable steps. The good news is you don't have to do every step in order. Just start checking off as many of these activities as you can, and you'll find yourself on the way to a great opportunity. You can receive assistance for every one of these steps through the office of Career Planning and Development. And you don't have to do it all during business hours—start by checking our web site careers.kennesaw.edu for lots of links and helpful information.

Step 1: Know yourself.

- I have taken a self assessment such as YouScience or 16personalities.com
- I have identified my personal strengths, skills, interests, and values.
- I have made a list of possible job titles/fields of interest.
- I can name two or three careers/jobs I plan to pursue.

Step 2: Know where you want to work.

- I have researched organizations or companies that might hire someone with my skills, interests, and background.
- I have researched potential career fields: typical entry-level jobs, typical salaries, best geographic location for jobs, etc.
- I have identified the top three geographic areas where I'd like to live and work.
- I have identified 10 potential employers for the type of work I'm seeking.

Step 3: Get ready for the search.

- I have had my resume and cover letter(s) reviewed by a professional in the field or a staff member at CPD.
- I have prepared a portfolio or work samples to highlight my experience, skills, and talent.
- I have developed my "30-second speech" for short encounters with employers.
- I have identified three individuals who will serve as references and asked them.
- I have developed my interview skills.
- I have prepared for interviews by practicing my responses to typical questions and/or doing a mock interview.
- I have an interview suit that is appropriate for the field in which I plan to work.
- I have a professional-sounding answering machine/voice mail message in case an employer calls.
- I have a neutral/professional email address to give to employers.

Step 4: Start searching.

- I have uploaded my resume(s) to the recruiting site on Handshake
- I have developed my Handshake Profile and explored both the Events and Jobs tab
- I regularly check the career center web site for career opportunities and I subscribe to the career center newsletter, I read the appropriate job-search resources for my field(s) of interest.
- I have a system for keeping track of my contacts, interviews, and other job-search activities. (Spreadsheet, etc)
- I follow up on every interesting job lead immediately.
- I have developed a list of potential networking contacts and keep in touch with them.
- I keep a copy of my resume saved on my phone in case I receive a call from an employer.
- I follow-up each cover letter with a phone call or e-mail to the employer requesting a job interview.
- I send thank you letters or e-mails to every person who interviews me.