

This web section has attempted to cover the basic steps of the job search: doing research, creating a contact list, planning conversations, making contact, and following up. Additional topics such as a more in-depth coverage of resume writing, cover letter writing, and interviewing are covered in other CLP web pages or handouts. We wish you all the best on your job search, and offer this final checklist as a way to get you thinking!

Where are you in your job search? The following checklist is designed to help you assess your job search campaign. After answering the questions either "yes" (Y) or "no" (N), add the "yes" responses to see how you scored.

### **A. Describing Yourself**

- \_\_1. Can you clearly state your career goals?
- \_\_2. Can you describe your strengths?
- \_\_3. Can you describe your weaknesses?
- \_\_4. Can you name the activities you do well and enjoy?
- \_\_5. Can you list five of your job skills and talk about how you developed them?
- \_\_6. From each of your courses or activities, can you list three things you learned?

### **B. Describing Your Field of Interest**

- \_\_7. Have you read about career fields that interest you?
- \_\_8. Have you talked with people who work in your career fields of interest?
- \_\_9. Can you name employers who hire individuals in the career areas that interest you?
- \_\_10. Are you familiar with the geographical area in which you want to live?
- \_\_11. Can you describe your ideal work setting?
- \_\_12. Have you determined the salary range you will consider?

### **C. Making a Plan**

- \_\_13. Are you satisfied with the resume you prepared?
- \_\_14. Do you have a general format for your cover letters and other correspondence?
- \_\_15. Have you prepared for your interviews by role-playing and reading about typical questions?
- \_\_16. Do you have several strategies for your job search campaign?
- \_\_17. Have you established a timetable for your job search?
- \_\_18. Can you identify specific individuals with whom you can begin networking?
- \_\_19. Have you identified potential employers and researched them thoroughly?
- \_\_20. Do you have a support network (friends, family, advisors)?

Total "Yes" Responses \_\_\_\_\_

If 18-20, you have the correct approach.

If 14-17, you are right on track, but you need to improve your strategies.

If 0-13, you need to develop a better plan.

**Your job search will be more successful if you acquire the following abilities:**

1. The ability to ask questions that will lead to specific information that will help you.

(Think: What do you really need to know, now? Make a list.)

2. The ability to describe yourself (in terms of skills, interests, work values and personal characteristics, not just in terms of one job title or academic major).

3. The ability to approach/contact people (in person, over the phone, at parties, by letter, at dinner with relatives, etc. Feel a lack of confidence in this area? CLP can help. Make an appointment.).

4. The ability to build long-term, mutually beneficial relationships (Are you working on broadening your world?).

**CLP IS HERE FOR YOU!**

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