Searching for a new job is stressful, especially when you don’t know where to begin. The following is a checklist for the beginning steps of a job search. Please visit the professional development coordinator for additional assistance in planning a successful job search strategy.

- **Self-Assessment**
  - What interests you?
  - What types of businesses and other organizations interest you?
  - Which skills are your strongest?

- **Identify Targets**
  - Write down the kinds of organizations for which you might like to work, including small business, government, research, etc.
  - Identify names of people connected with the organizations that you can contact.

- **Research Prospective Employers**
  - What are the purposes of the organization?
  - What are the primary products and services?
  - What is the nature of the position you are investigating?
  - What are the skills required?
**Informational Interviewing**

- Interview people working in your field of interest.

  Questions to ask might include:
  - What do you like or dislike about working in this field?
  - What is an “average” day for you?
  - Do you have recommendations for someone interested in this field?
  - Are there other people you would recommend that I contact?

**Use Personal Contacts and Referrals**

- Talk to people you know, as well as developing new contacts.
- Be careful not to misuse “networking”.
- Let EVERYONE know you’re available to interview for a position.

**Develop a Resume**

- Tailor your resume to specific positions.
- Make sure the professional development coordinator reviews your resume.
Prepare to Interview Effectively

- Be available to interview on the telephone, in person, and via Zoom or Skype.
- Develop a 60-second statement about yourself.
- Be professionally persistent, even if there are no immediate openings.
- Conduct detailed research on the organization with which you’ll be interviewing.
- Practice and obtain feedback prior to interview.

Follow Up

- Send a thank you note immediately.
- Write letters to people who have interviewed you to:
  - Obtain feedback
  - Reinforce your interest in the job
  - Gain referrals to other possible jobs

Remember: Do not wait to begin your job search until your final semester!

Job search preparation should begin at the start of your final year of course work.
Or at the minimum, six months before your planned graduation.