JOB STRATEGY CHECKLIST

PREPARATION
____ Set a career goal and a target date for accomplishing my goal.
____ Narrow down the types of positions I am seeking.
____ Prepare a resume that accurately reflects my skills and experience.
____ Make an appointment with Career Services and speak with an advisor.
____ Upload my resume into Hire A Flyer and set up a Job Agent in the system.
____ Learn to write appropriate and targeted cover letters.

RESEARCH
____ Identify employers in my field and in my desired location(s). (aim for top 3)
____ Narrow list of employers to those in which I am most interested. (aim for top 10)
____ Research the employers: products, services, competitors, current events.
____ Keep all information about employers in a well-organized system.

NETWORKING
____ Make a NETWORK LIST of people who might be able to help with my job search. (Family, friends, parents of friends, family doctor, professors, etc.)
____ Actively try to meet new people to add to my NETWORK LIST.
____ Develop a 30 to 60 second introductory “speech”.
____ Schedule informational interviews and volunteer opportunities.
____ Contact UD alumni through the Alumni Career Network in Hire A Flyer.
____ Attend UD Career Fairs and look for local career fairs in my area of interest.
____ Utilize on-line social networking sites such as linkedin.com

IMPLEMENTATION
____ Review the job listings in Hire A Flyer, and send my resume to employers.
____ Find personal contacts in the Employer Database in Hire A Flyer.
____ Search Hire A Flyer for on-campus recruiting opportunities.
____ Upload my resume on Monster.com, CareerBuilder, Indeed.com, etc.
____ Look for job listings and upload resume on industry-specific jobsites.
____ Contact the Chamber of Commerce in my city of interest to find local job search resources and employers.
____ Send resumes to companies of interest, even if they are not currently hiring.
____ Check out jobs in city, county, state and federal governments, public utilities, social service agencies and court systems.
____ Write thank-you notes to interviewers.
____ Apply with employment agencies.
____ View the websites of universities in your geographical area of interest.
____ Accept a great job!