

# **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!