

THE MUST-DO JOB SEARCH CHECKLIST FOR WILLAMETTE STUDENTS



The most frequently asked question we hear in the Career Center is “**how do I find a job?**” (full-time, part-time, internship, volunteer, summer, overseas, grant-based, research, work-study, lab, etc.) The answer is the same for everyone.

You start by following this simple list - the must-do list - to find job openings because nobody is sitting around tapping their foot waiting for you to walk through their door so they can hire you. **You need to do these eight things at a minimum.** The list of steps below is in order of importance.

Start with step #1 and don't quit until you get through #8. Make it a slam-dunk.

1. **__I have registered with JobCat and regularly check out the jobs there.**
<http://www.willamette.edu/dept/careers/vcc/jobcat/index.html>
2. **__I have watched the job search video on the Career Center web site**
<http://www.youtube.com/watch?v=Rn-SYnaax8A>
3. **__I have contacted everyone I know to tell them I am looking for a job (this includes Facebook, faculty, parents, roommates, classmates, LinkedIn, etc.), and I told them what specific type of job I prefer and asked for their suggestions or help.**
http://www.willamette.edu/dept/careers/pdf/networking_strategies.pdf
4. **__I have visited the Career Center's suggested job search sites and made a list of the ones I will keep checking...and I check them every day or two.**
http://www.willamette.edu/dept/careers/pdf/Career_links.pdf
5. **__I have developed a list of people who have jobs or work in organizations that I like and am conducting informational interviews (and/or I have found such people through the Alumni Network).**
http://www.willamette.edu/dept/careers/pdf/informational_interview.pdf
6. **__I have talked to someone at drop-in hours at the Career Center to see if they have additional suggestions or resources I can use and for resume feedback.**
<http://www.willamette.edu/dept/careers/needhelp/index.html>
7. **__I have a system for keeping track of my contacts, interviews, job sites and other job-search activities so that I can remember who I talked to, emailed, phoned and followed-up with (maybe a Word doc, or Google calendar, etc.)**
http://www.willamette.edu/dept/careers/pdf/job_search_organizer.pdf
8. **__I realize that I am never finished. There are always additional people to talk to, new sites to visit, groups to join, support to find, or employer websites to search. I will do something every day until I find a job. I will take my first step by doing this today: _____**

These are steps only for job search. Of course you already know that you need to have a good resume, cover letter, practice interviewing, a personal web site, join LinkedIn, business cards, etc. To learn about those resources the Career Roadmap is a good place to start. If you have not done so already, complete the exercises under My Profile, My Credentials, My Brand, and My Qualifications.

<http://www.willamette.edu/dept/careers/students/roadmap/index.html>