

JOB SEARCH CHECKLIST

The purpose of this checklist is to identify the categories in an effective job search and help you determine where improvement or more effort is needed.

- Can you clearly state your career goals?
- Can you describe your greatest strengths?
- Can you describe your weakness in a positive fashion?
- Do you have a theme statement that "sells your sizzle"?
- Can you list 5 of your accomplishments in a quantifiable way?
- Can you describe your actual job skills?
- Have you determined the salary range for the position you are seeking?
- Can you list 5 employers who might have an interest in people with your background and training?
- Have you located 3-4 resources to help you answer the above 2 questions?
- Do you look for a job in places other than the newspaper?
- Have you prepared a resume that you are satisfied with?
- Have you solicited feedback on your resume from people in your field?
- Have you practiced interviewing?