

Employment Search Checklist

Name: _____

1 Finding Positions

	Network: talk to everyone you know, let them know you have graduated and are looking for employment in your field.
	Consider joining <i>LinkedIn</i> or another professional networking website.
	Attend Job Fairs and events in your trade or industry to continue to network
	Visit sites like <i>Craigslist</i> , <i>Monster</i> , and <i>SnagAJob</i> to search for positions in your field.
	Develop a telephone script for when you call to request information or ask questions.
	If there is a specific company you want to work for, go to their website and find out what their application process is or who you need to contact. Then do that.

2 Make the Connection

	Contact businesses where you would like to work and use your telephone script to request an application or find out the hiring process.
	Fine tune your cover letter to the positions you are seeking.
	Send cover letters and resumes to potential employers.
	Keep track of who you contacted and what they said.

3 In the Meantime

	Practice your interviewing skills and answers to your questions.
	Update your resume or cover letter as needed.
	Make sure you have an interview outfit ready to go on a moment's notice.
	Keep looking for personal/professional references - the more the better

4 The Interview

	Make sure you plan to wear appropriate attire for a position in your trade.
	Bring all of your documentation including your portfolio and copies of your resume and letters of reference.

5 Follow Up

	Write a thank you letter/email after the interview.
	Follow up with a phone call if you don't hear from the employer.