

Job Search Checklist

- Made list of criteria (preferred kind of organization, preferred location of organization, preferred type of job, and absolute minimum requirements).
- Made a list of people I know who are working in the field I am interested in.
- Made a list of people I know who are living in my targeted geographic areas.
- Thoroughly researched the companies I am interested in and found any JBU alumni or other contacts associated with this organization.
- Contacted the above people, let them know that I am looking. I also asked them for any advice or words of wisdom they may have and to keep their eyes open for jobs.
- Dressed for an interview and politely hand delivered my resume, if possible.
- Joined any applicable professional associations in my field JBU alumni or other contacts associated with this organization.
- Conducted an informational interview with a person who is currently working in my field.

If I am not currently employed:

- If I am not in school and not employed, I am treating my job search like a job by getting up at the same time each morning and working on research and networking.
- I am taking some time out of each week to volunteer to help those who are less fortunate than I am right now.

If I am currently employed and looking for a different job:

- I am being careful to respect my current job and to not use company resources for my job search, not list my work number on my resume, and to be careful to not burn bridges in any way with my current employer.