IOWA

College of Public Health

JOB SEARCH CHECKLIST

Looking for a job can be daunting, so it is helpful to break the process into smaller steps. You do not need to do every step in order, for instance, you can start working on your resume before you decide which jobs to pursue. Check off as many of these steps as you can, and you will increase your chances of being hired.

ASSESSMENT: KNOW YOURSELF

- ☐ Identified my personal values, interests, and skills
- ☐ Made a list of potential job titles and/or fields of interest
- ☐ Decided on two or three careers/jobs I would like to pursue
- ☐ Participated in internships, extracurricular, and volunteer activities that relate to field of interest

EXPLORATION: KNOW WHERE YOU WANT TO WORK

- ☐ Identified the top three geographic areas where I would like to live and work
- ☐ Researched potential career fields: typical entry level jobs, typical salaries, best location for jobs
- ☐ Researched organizations or companies that hire someone with my skills, interests, and experience
- ☐ Targeted ten employers for the type of work I am seeking
- ☐ Conducted informational interviews for additional information and career advice

PREPARATION: GET READY FOR YOUR SEARCH

- ☐ Developed my resume and cover letter and had them reviewed by a CPH career advisor
- ☐ Cleaned up my social media and ensured there is nothing there I would not want my future boss to see
- ☐ Created/Updated my LinkedIn profile and aligned it with my resume and my current career goals
- ☐ Wrote and practiced my “30-second speech” for short encounters and networking events
- ☐ Created my networking contact list including people I know and people I need to know
- ☐ Requested and prepared three individuals to be my professional references
- ☐ Printed/Saved a copy of my reference list (separate from my resume) to be provided upon request
- ☐ Incorporated networking into my job search strategy
- ☐ Used a neutral/professional email address to give employers
- ☐ Created a professional sounding voice-mail message
- ☐ Verified my access to an interview suit/outfit that is appropriate for the field

IMPLEMENTATION: PUT YOUR SEARCH STRATEGY INTO ACTION

- ☐ Prepared for interviews by practicing my responses to typical questions and/or doing mock interviews
- ☐ Prepared my own questions for the interview which reflect my research of the employer
- ☐ Networked with friends, parents, faculty, alumni, and others to uncover the “hidden job market”
- ☐ Attended career events, such as career fairs, company presentations, professional association meetings and conferences
- ☐ Responded to job postings and considered temporary work with employment agencies
- ☐ Broadened the scope of my job search to include alternative Plans A, B and C as part of my strategy
- ☐ Prepared a system to track and follow up on applications submitted
- ☐ Prepared to send personalized thank you notes within 24 hours of all interviews
- ☐ Researched salaries/benefits and prepared to negotiate when offers are made
- ☐ Prepared an organizational system to keep my network informed of my strategy/progress

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